



# FXU Bye Laws

## Introduction / Background

1. The Bye-Laws set out the working practices of FXU and cover the following:
  - 1) Membership
  - 2) Elections
  - 3) Referenda
  - 4) Motioning, Amending & Making Policy
  - 5) Trustees
  - 6) Student Council
  - 7) General & Extraordinary Meetings of Members
  - 8) Sabbatical Roles & Employment
  - 9) Committees & Forums
  - 10) Complaints & Appeals (incorporating the Grievance Procedure)
  - 11) Duties of Part-Time Officers
  
2. The Bye-laws are made by the Trustees (FXU Board) and FXU Student Council in accordance with Clause 50 of the FXU Constitution.

## Definitions & Interpretation

3. Unless otherwise stated, words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the FXU Constitution.
  
4. These Bye-Laws shall not be interpreted or applied in any way that is inconsistent with the FXU Constitution, which shall take precedence over these Bye-Laws if necessary.
  
5. The term 'FXU Leadership Team' refers to the collective FXU Student Council, FXU Executive committee and FXU Sabbatical Presidents.

## Amendment

6. These Bye-Laws may be altered, varied or amended by the Trustees (FXU Board) and FXU Student Council in accordance with clause 76 of the FXU Constitution.

## Bye-Law 1: Membership

### 1. Membership

In accordance with the FXU Constitution, members of FXU will be as follows:

- 1.1 each and every Student who has not opted out by notifying Falmouth University or University of Exeter (Cornwall Campuses) of his or her wish to opt out of Union membership; and
- 1.2 the Officer Trustees of the Union

### 2. Full Membership

Full membership is applicable to all students registered on a course of study with either institution. Rights and privileges of full members are as follows:

- 2.1 To have full use of all facilities obtained by FXU, subject to the general rules of use of such facilities.
- 2.2 To have full access to all constituent clubs, societies and activities of FXU, subject to availability (if dependent on numbers), and conformity to the general rules and guidelines of individual clubs and societies.
- 2.3 The right to vote in FXU referenda.
- 2.4 The right to attend and speak at general meetings of FXU.
- 2.5 The right to stand and vote for FXU Sabbatical and Executive positions\*.

*\* Due to the nature of their representative functions, the Sabbatical positions of FXU President Falmouth and FXU President Exeter, relate specifically to individual institutions and can therefore only be stood for by students of the corresponding institution.*

### 3. Associate Membership

- 3.1 Associate membership may be granted to persons as nominated and elected by the FXU Student Council.
- 3.2 Student Council will determine the form of application for associate membership.
- 3.3 Student Council will consider the rights and obligations of associate members. These will generally be in line with clauses 2.1 and 2.2 above, and will not extend to points 2.3 – 2.5.
- 3.2 Associate members will not be full members of FXU and will not be entitled to vote on any FXU matter.

### 4. Opting Out of Membership

All students have the right to opt out of membership of FXU.

- 4.1 In order to opt out a student should indicate as such, in writing, to their respective President, within six weeks of the start of term.
- 4.2 The period of opt out will be assumed to be one academic year, unless otherwise stated.
- 4.3 Students who have opted out will not be entitled to any of the rights and privileges as detailed in paragraph 2 above, but will still be able to access welfare support in the form of the FXU Student Advice service; representation from Sabbatical and Executive officers; and attend any FXU organised event.
- 4.4 Any student who has previously opted out of FXU membership may opt back in, by applying in writing to FXU.
- 4.5 Any application to opt back in that falls within 20 working term days of nominations for an FXU election opening, will not be accepted until after the close of nominations. Only students

holding full membership for a minimum period of 21 days prior to nominations opening will be eligible to stand for election.

**5. Disqualification and Removal of Membership**

5.1 Membership of FXU may be revoked and removed from any individual who is not an Officer or Trustee at any time.

5.2 Expulsion of an individual from FXU membership shall be decided by Student Council. A resolution should be submitted to Student Council in line with the process for submission of a motion, as detailed in Bye-Law 4.

5.3 Any individual who is the subject of such a resolution will be notified of the resolution being submitted, including details of the reasons and/or circumstances that allegedly justify such action, and the date of the Student Council meeting at which a vote will be held.

5.4 Any individual who is the subject of such a resolution will be given reasonable opportunity to respond and make appropriate representations to the Student Council, whether in writing or in person.

5.5 A majority vote of the Student Council shall decide whether or not the resolution is passed with the effect of expelling an individual from membership.

## Bye-Law 2: Elections

### 1. Elections

- 1.1 FXU will hold elections for the following positions on dates deemed most suitable for students as agreed by the FXU Elections & Democracy Committee:
  - a) Sabbatical Presidents
  - b) Executive Officers
  - c) Committee and Forum positions
- 1.2 Elections shall be conducted cross-campus using an online voting system wherever possible
- 1.3 Elections shall use the first past the post system unless otherwise stated.
- 1.4 The FXU Elections and Democracy Committee shall be responsible for overseeing and organising all of the Union's elections.
- 1.5 Members of the FXU Elections and Democracy Committee and the FXU Trustee Board are not permitted to nominate or support any election candidates.

### 2. Nominations

- 2.1 Members of the Union from across the combined Falmouth and UECC student body can be nominated for the positions of FXU President Community & Welfare, FXU President Student Experience, all Executive Officers and the Student Voice Chair.
- 2.2 Only members of the Union who are Falmouth students can be nominated for FXU President Falmouth.
- 2.3 Only members of the Union who are UECC students can be nominated for FXU President Exeter.
- 2.4 NUS Delegates shall be sought from across the FXU membership with priority given to members of the FXU Leadership Team. Eligibility, however, shall be dependent on the specific delegate post. For example, delegates at a lesbian, gay and bisexual student conference may be required to identify themselves within that group, or delegates at an international students' conference may be required to be international students.
- 2.5 Nominations for Committee/Forum positions shall be sought from across the FXU membership unless otherwise stated.
- 2.6 Re-Open Nominations (RON) shall be included as a candidate on all ballot forms.
- 2.7 Students will need to provide their current student ID number to prove their eligibility to be nominated or to propose or second a candidate.
- 2.8 Only members of the Union may be nominated.
- 2.9 Only members of the Union may propose or second a candidate.
- 2.10 Candidates may only be nominated by students who are eligible to vote for the post the candidate is running for.
- 2.11 A list of candidates running for all positions shall be posted on FXU notice boards, emailed to students and a public announcement shall be made to the Members of the Union within 48 hours of close of nominations.
- 2.12 Candidates cannot hold more than one position at any one time, and therefore cannot run for more than one election being run at the same time.

### 3. Voting

- 3.1 Only members of FXU are eligible to vote.
- 3.2 Voters will need to provide their current student ID number to prove their eligibility to vote.
- 3.3 All members of the Union across the combined Falmouth and UECC body combined can vote for FXU President Community & Welfare, FXU President Student Experience, all Executive Officers and the Student Voice Chair.
- 3.4 Only members of the Union who are Falmouth students can vote for FXU President Falmouth.

- 3.5 Only members of the Union who are UECC students can vote for FXU President Exeter.
- 3.6 Those eligible to vote for NUS Delegates and Committee positions shall be stated for the relevant elections.
- 3.7 Votes shall be counted and verified by the senior and/or Deputy Returning Officers who shall then announce the elections results within 48 hours of the close of voting.

#### **4. Election Rules**

- 4.1 Rules of the elections shall be reviewed annually and detailed in the FXU Election Pack.
- 4.2 The FXU Elections and Democracy Committee shall have responsibility for the production and publicity of the Election Pack.
- 4.3 Each Election Pack should include at least:
  - a) Nomination form (including an anonymous equal opportunities monitoring section that can be separated)
  - b) Timetable for the election
  - c) Rules for the election
  - d) Election events
  - e) Disciplinary and complaints procedures
  - f) Details of the count and the results
  - g) CRB declaration for Trustees if appropriate
  - h) Contract for Sabbaticals if appropriate
  - i) Guidance on publicity and campaigning

#### **5. Returning Officers**

- 5.1 A Senior Returning Officer and Deputy Returning Officer will be agreed by the FXU Elections and Democracy Committee and appointed by the Student Voice Team before nominations open for each election.

#### **6. By-Elections**

- 6.1 In the event of the resignation, disqualification or removal of a Sabbatical Officer before the start of the academic year, a by-election shall be held to fill the vacancy provided there is sufficient time for a full election process to be completed. A final decision on holding by-elections will be at the discretion of the FXU Elections and Democracy Committee.
- 6.2 In the event of the resignation, disqualification or removal of a Sabbatical Officer after the start of the academic year, the elected post will remain vacant until the next scheduled election for Sabbaticals for the following academic year.

#### **7. Complaints about elections**

- 7.1 All candidates and their campaign teams are required to abide by the letter and spirit of all election rules and procedures.
- 7.2 The Senior and/or Deputy Returning Officers shall investigate all complaints or breaches which are drawn to their attention.
- 7.3 Any complaints about the conduct of the elections, an elections candidate or student relating to the elections must be addressed to the Senior Elections Officer by the close of voting, at [returningofficer@fxu.org.uk](mailto:returningofficer@fxu.org.uk)

## Bye-Law 3: Referenda

### 1. Referenda

A referendum is a ballot in which all FXU members are entitled to cast  
A vote (one member = one vote).

### 2. Calling a Referendum

2.1 In accordance with the FXU Constitution, a Referendum can be called on any issue by:

- 2.1.1 A resolution of the Trustees;
- 2.1.2 A majority vote of the Student Council; or
- 2.1.3 A secure petition signed by at least 100 Members

2.2 Any proposal / request for a referendum should be submitted by completing a FXU Referendum Proposal form (available from the FXU website), and include the specific text of the proposal to be put to the membership. It must also include the names and contact details of two FXU Members who will act as proposer and seconder of the proposal.

2.3 Proposals are to be submitted to the FXU Elections & Democracy Committee who is responsible for facilitating a Referendum.

2.4 Proposals / petitions must be submitted through the FXU website or in person through the FXU offices, for the attention of the Research & Engagement Co-ordinator.

### 3. Voting System

3.1 For any question put to a Referendum, the two possible answers should be to the affirmative and to the negative, in that order. A ballot form submitted unmarked indicates the recording of an abstention.

3.2 A simple majority vote will determine the outcome of the Referendum, except in exceptional circumstances where the Elections & Democracy Committee decide that the issue is extraordinary or important enough to require a two thirds majority in order to pass the resolution (e.g. in deciding to dissolve the Union).

### 4. Quorum

As stated in the FXU Constitution, a resolution will only be passed by Referendum if at least 135 or 2.5% of Members (whichever is greater) cast a vote in the Referendum.

### 5. Conduct of Referenda

5.1 The FXU Elections & Democracy Committee shall oversee the running of any FXU Referendum.

5.2 Referenda shall take place between 15 and 35 days of a proposal / request being made

5.3 Rulings made by the FXU Elections & Democracy Committee relative to the conduct of any Referendum shall be issued in writing for the information of all voters. This shall be displayed on both campuses on the day of the Referendum.

5.4 The FXU Elections & Democracy Committee are responsible for producing objective information relevant to a Referendum and ensuring it is accessible to all FXU Members.

5.5 The FXU Elections & Democracy Committee should produce posters advocating the arguments "For" and "Against" the passing of a Referendum. The FXU Executive Committee should make sure that such posters are put up cross-campus at least one week before the day of the Referendum.

5.6 No publicity relating to the Referendum, besides that produced by the FXU Elections & Democracy Committee, should be within five metres of any ballot box or voting booth.

5.7 Polling shall be on at least one day for at least six hours.

5.8 At least one Open Meeting must be arranged prior to the Referendum to debate the proposal. The Open Meeting shall:

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- a) Be publicised at least five working days in advance
- b) Be open to all FXU Members
- c) Be chaired by the Chair of FXU Student Council or an FXU Trustee who shall ensure equal numbers of speeches / time given is allowed for both "For" and "Against" the proposal.
- d) When the Chair feels the debate has reached its conclusion, he or she may ask for one final speaker against the proposal and then the proposer of the proposal may summate.
- e) The Chair will inform all those in attendance of the meeting, details of the Referendum, including opening and closing times; how to vote; and any other relevant information.

### **6. Resolutions**

Results of Referenda, resolutions passed and action to be taken will be publicised via the FXU website, E-newsletter and other media as far as possible.

## Bye-Law 4: Motioning, Amending & Making Policy

### 1. FXU Policy

FXU policies are guidelines or rules for FXU to follow or carry out. FXU policies are split into two types: operational and political.

- a. Operational Policies, as stated in the FXU constitution, are set by the FXU Board of Trustees through proposing a motion. These set out how FXU as an organisation does things and ensures we operate in compliance with law and relevant regulations.
- b. Political Policies, as stated in the FXU constitution, can be set through proposing a motion through a Referendum, FXU General Meeting or the FXU Student Council. Political policy sets out the 'value' base or 'stance' of the Union and ensures these fully reflect student opinion and interest.

### 2. Proposing a Motion

#### 2.1 Operational Policy

2.1.1 A motion is proposed in writing to the FXU Board by a trustee,

Sabbatical/Executive Officer, FXU Chief Executive Officer or other FXU staff. Motions are then discussed by the FXU Board at an appropriate FXU Board meeting. As stated in the FXU constitution, a simple majority vote will determine the consent/non-consent to the policy.

2.1.2 FXU will endeavour to hold policies on at least Health and Safety, Equal Opportunities and Confidentiality.

#### 2.2 Political Policy

2.2.1 A motion should be proposed to Student Council via the Make A Change Tab

The proposal must:

- a) Be submitted by completing the Make A Change Tab on the FXU website
- b) Include the text to be put to the democratic body, written in the form of 'FXU notes..... FXU believes..... FXU resolves.....'
- c) This motion will be voted and commented on online by the Members of the Union.
- d) A proposal must have at least 25 likes, and 25 more likes than dislikes, in order to pass to Student Council.
- e) Student Council will then decide the future course of action for the proposal based on their powers and remit.
- f) If the issue is considered a Liberation Issue by the Elections & Democracy Committee, it should instead pass to the Liberation Committee to be voted on.
- g) In the event it is passed by the Liberation Committee, the policy then must be doubly ratified by Student Council.
- h) A liberation policy passed by the Committee can only be rejected by a two-thirds majority from Student Council.

2.2.2 If a referendum is requested, the FXU Bye-Law for Referenda must be followed.

2.2.3 If the motion is requested to be considered in a General Meeting or at Student Council:

- a) The FXU Motion proposal form must be signed by the proposer and at least ten seconders, all of whom must be FXU members;



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- b) it must be put on the agenda for an appropriate meeting with sufficient time allowed;
- c) it shall be publicised at least five working days in advance;
- d) it shall be open for attendance by all FXU members;
- e) the meeting must be quorate;
- f) the Chair of the meeting must explain why the motion has come about as provided by the proposer and outline proceedings;
- g) an equal amount of time must be given to allow FXU members to argue "Against" the motion, then "For" the motion, finishing on "For" the motion by the proposer;
- h) A vote of all FXU members attending the general meeting or all student council members in attendance needs to be undertaken to vote for or against or abstain from the motion. A simple majority vote is required for the final decision;
- i) For either outcome, the motion should be recorded and publicised;
- j) If passed, this is now FXU Policy as per relevant date, i.e. either the date the motion is passed or a future date set as part of the motion. NB: motions and policy cannot be back-dated.

### **3. Overriding & Amending Policies**

In accordance with Clause 63 of FXU's constitution, the FXU Board of Trustees can override any FXU policy if it conflicts with FXU's charitable purpose and/or to ensure FXU remains legal and financially viable.

3.1 Policy set by Referenda will override policy set by a previous Referendum, General Meeting or by the Student Council, in accordance with Clause 21 of the FXU Constitution.

3.2 Policy set by the Members at an Annual General Meeting, may override policy set by members in a previous General Meeting or by the Student Council.

3.3 Policy set by the Student Council may override policy previously set by the Student council.

3.4 Existing FXU policy can be debated and consulted upon again, by means of a Referendum, FXU Annual General Meeting, other FXU General Meeting or FXU Student Council.

3.5 To propose an amendment to a policy, the same format and process for motioning a policy should be followed, but with the title 'Amendment'.

### **4. Policy Review**

4.1 The FXU Board of Trustees shall be responsible for ensuring operational policies are reviewed (at least) every 5 years, or sooner should it be necessary (e.g. to comply with new legislation or regulations).

4.2 The FXU Elections & Democracy Committee shall be responsible for ensuring political policies are reviewed every 2 years.

4.2.1 Political policies shall be reviewed using the same format and process for motioning a policy, but with the title 'Review'.

4.2.2 Only one proposer and one seconder from the Elections & Democracy Committee is required to review a political policy.

## Bye-Law 5: Trustees

### Bye-Law: 5 – Trustees

#### 1. Trustee role description

##### 1.1. Key responsibilities

- 1.1.1. Ensuring FXU has a clear vision, mission and strategic direction and is focused on achieving these through measured outcomes
- 1.1.2. Being responsible for the performance of FXU and for its culture
- 1.1.3. Ensuring FXU complies with all legal and regulatory requirements
- 1.1.4. Acting as guardians of FXU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- 1.1.5. Ensuring that FXU's governance is of the highest possible standard

##### 1.2. Duties and tasks to fulfil these responsibilities

- 1.2.1. To work in partnership with other Trustees, the Chief Executive Officer and other senior staff to ensure that FXU has a clear vision, mission and strategic direction and is focused on achieving these.
- 1.2.2. Ensure that FXU has a clear vision, mission and strategic plan that have been agreed by the Board and that there is a common understanding of these by Trustees and staff;
- 1.2.3. Ensure that operational and other plans support the vision, mission and strategic objectives;
- 1.2.4. Set the Chief Executive Officer's annual and longer term objectives and targets and ensure they support the achievement of the vision, mission and strategic objectives; Ensure that Board of Trustee policies support the vision, mission and strategic objectives; and
- 1.2.5. Ensure that there are effective mechanisms in place to:
  - 1.2.5.1. Listen to the views of current and future members;
  - 1.2.5.2. Review the external environment for changes that might affect FXU;
  - 1.2.5.3. Re-assess the need for FXU and the services it does or could provide; and
  - 1.2.5.4. Review regularly its strategic plan and objectives
- 1.2.6. To be responsible, with the other Trustees, for the solvency, financial strength and good performance of FXU:
- 1.2.7. To agree the method for measuring objectively the progress of FXU in relation to its vision, mission, strategic objectives, plans and annual targets and to regularly receive reports on the performance of FXU;
- 1.2.8. To ensure that the fundamental values and guiding principles of FXU are articulated and reflected throughout the organisation;
- 1.2.9. To ensure that the views of beneficiaries on the performance of FXU are regularly gathered and considered by the Board;
- 1.2.10. To receive regular reports from the Chief Executive Officer on progress towards agreed strategic objectives;
- 1.2.11. To hold the Chief Executive Officer to account for the management and administration of FXU;

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- 1.2.12. To ensure that the Chief Executive Officer receives regular, constructive feedback on his/her performance in managing FXU and in meeting his/her annual and longer term targets and objectives;
- 1.2.13. To ensure that the Chief Executive Officer develops a learning organisation and that staff and volunteers review their own performance and regularly receive feedback;
- 1.2.14. To articulate the values of FXU;
- 1.2.15. To agree Board of Trustee policies
- 1.2.16. To ensure that there are mechanisms for students, employees, volunteers and other individuals, groups or organisations to bring to the attention of the Trustees any activity that threatens the probity of FXU.
- 1.2.17. To be aware of and to ensure FXU complies with all legal, regulatory and statutory requirements
- 1.2.18. To maintain familiarity with the rules and documents that govern FXU to ensure that FXU complies with its governing instruments and to review these regularly.
- 1.2.19. To agree the levels of delegated authority to ensure that these are recorded in writing by means of minutes, terms of reference for Board committees and sub-committees, job descriptions for Trustees, key staff, volunteers etc and to ensure that there are clear reporting procedures which are also recorded in writing and complied with
- 1.2.20. To ensure that the responsibilities delegated to the Chief Executive Officer are clearly expressed and understood and directions given to him/her come from the Trustee Board as a whole.
- 1.2.21. Being guardians of all FXU assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- 1.2.22. To ensure that FXU has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of FXU, within the constraints of the law and ethical and other policies laid down by the Board of Trustee's
- 1.2.23. To ensure that the major risks to which FXU is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
- 1.2.24. To ensure that the income and property of FXU is applied for the purposes set out in the governing document and for no other purpose and with complete fairness between persons who are properly qualified to benefit
- 1.2.25. To act reasonably, prudently and collectively in all matters relating to FXU and always to act in the interests of FXU
- 1.2.26. To be accountable for the solvency and continuing effectiveness of FXU and the preservation of its endowments
- 1.2.27. To exercise effective overall control of FXU's financial affairs and to ensure that the way in which FXU is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
- 1.2.28. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, FXU's good name and reputation etc are properly valued, utilised and safeguarded.
- 1.2.29. To ensure that all income due to FXU is received and that all tax benefits are obtained and all rating relief due is claimed.
- 1.2.30. Ensuring that FXU's governance is of the highest possible standard

- 1.2.31. To ensure that FXU has a governance structure that is appropriate to an organisation of its size, complexity, stage of development and its charitable objects and that enables the Trustees to fulfil their responsibilities
- 1.2.32. To reflect annually on the Board of Trustees performance and that of individual Trustees
- 1.2.33. To ensure that the Board of Trustees has the skills required to govern FXU well and has access to relevant external professional advice and expertise
- 1.2.34. To ensure that there is a systematic, open and fair procedure for the election or recruitment of trustees
- 1.2.35. To ensure that there are succession plans for the Trustees and the Chief Executive Officer where possible
- 1.2.36. To participate in individual and collective development and training of Trustees.
- 1.2.37. To abide by the code of conduct for Trustees
- 1.2.38. To ensure that major decisions and Board policies are made by the Trustees acting collectively

## **2. Proceedings of Trustee Meetings**

- 2.1. Three Trustees may, and the Chief Executive Officer at the request of three Trustees shall, call a meeting of the Trustees. Notice of every meeting of the Trustees shall specify the place, day and time of the meeting and the general particulars of all business to be considered at such meeting. The notice shall be sent by post or by electronic communication to each Trustee at least seven clear days before the meeting unless urgent circumstances require shorter notice or all the Trustees agree to shorter notice, but the proceedings of any meeting shall not be deemed invalid due to any irregularity in respect of such notice or by reason of any business being considered which is not specified in such general particulars.
- 2.2. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair of the Board of Trustees shall have a second or casting vote.
- 2.3. No business may be dealt with at a meeting of the Trustees unless the meeting is quorate and at least half of the Trustees are present and the quorum includes a majority of Officer Trustees.
- 2.4. The Trustees or a sole Trustee may continue to act despite any vacancies in their number but, if and so long as the number of Trustees is less than the number fixed as a quorum, the Trustees may act for the purpose of increasing the number of Trustees to that number or of arranging an election but for no other purpose.
- 2.5. Unless he or she is unwilling to do so, the Chair of the Board of Trustees shall preside at every meeting of Trustees at which he or she is present. If there is no Trustee holding that office or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint another Trustee to chair the meeting.
- 2.6. All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
- 2.7. A meeting of the Trustees may be held either in person or by teleconference or by other suitable electronic means agreed between the Trustees in which all participants may communicate simultaneously with all other participants.

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- 2.8. The Trustees shall invite the Chief Executive Officer of FXU to attend and speak at meetings of the Board of Trustees. The Chief Executive Officer shall not be entitled to vote or count in the quorum upon any business dealt with at such meetings.
- 2.9. The Trustees shall hold a minimum of four meetings in any Academic Year.

### **3. Trustee decisions without a meeting**

- 3.1. The Trustees may take a majority decision without holding a Trustees' meeting if:
  - 3.1.1. A trustee has become aware of a matter on which the Trustees need to take a decision;
  - 3.1.2. That trustee has made all of the other Trustees aware of the matter and the need for a decision;
  - 3.1.3. The trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
  - 3.1.4. A majority of the Trustees indicate their agreement by any means, including without limitation by electronic means, to a particular decision on that matter.
- 3.2. A decision made in accordance with paragraph 3.1 above may, but need not, take the form of a resolution in writing, copies of which have been signed by a majority of the Trustees or to which a majority of the Trustees has otherwise indicated agreement in writing.
- 3.3. A decision made in accordance with paragraph 3.1 above shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:
  - 3.3.1. Approval from a majority of the Trustees must be received by one person being either such person as all the Trustees shall have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Trustees;
  - 3.3.2. Following receipt of response from a majority of the Trustees, the Recipient shall communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with this paragraph 3;
  - 3.3.3. The date of the decision shall be the date of the communication from the Recipient confirming formal approval; and the Recipient prepares a minute of the decision

### **4. General Provision**

- 4.1. The Board of Trustees may appoint committees as it sees fit.
- 4.2. The establishment of a new committee shall be agreed at a meeting of the Board of Trustees which shall provide a clear remit, the extent of delegated authority and the composition of the committee.
- 4.3. All committee meetings must be minuted
- 4.4. All committees meetings must be reported to the Board of Trustees, including any decisions and recommendations made.
- 4.5. All Officer Trustee members of committees shall wherever possible be determined at the first meeting of the Board of Trustees attended by new Officer Trustees, and shall serve for the full year. Other Officer Trustees may attend meetings but voting rights cannot be transferred except by resolution of the Board of Trustees.

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- 4.6. Independent Trustees who serve on committees should whenever possible serve continuously for consecutive years within their term of office, to provide year-to-year continuity
- 4.7. The Secretary of all committees will be the Chief Executive Officer of FXU or their nominee, who will attend all meetings when available along with any other relevant FXU staff.

### **5. The Resources and Planning Committee**

- 5.1. The Resources and Planning Committee shall be responsible to the Board of Trustees for monitoring FXU's financial management, development, services and any staffing related issue.
- 5.2. In particular, the Resources and Planning Committee shall be responsible for:
- 5.3. Agreeing and recommending annually for approval by the Board of Trustees, the FXU budget containing estimates of all income and expenditure accruing to FXU by cost centre and in summary form, including estimates of investments and provisions.
- 5.4. Monitoring all income and expenditure accruing to FXU against the approved budgets.
- 5.5. Reviewing annually financial regulations and procedures for FXU and monitoring their application.
- 5.6. Reviewing and then forwarding annually for approval by the Board of Trustees FXU's annual audited accounts
- 5.7. Detailed scrutiny and approval of significant capital projects including the goals of the project, the case for investment and risk factors involved; the means by which they will be financed initially and recurrently, and evaluation of projects after completion.
- 5.8. The FXU Financial Regulations will define clearly the level of capital expenditure which requires the approval of the Finance Committee.
- 5.9. Monitoring and reviewing FXU's financial plans
- 5.10. Receiving and discussing FXU's management accounts with a commentary prepared by FXU's management team
- 5.11. Agreeing a process to tender the audit contract for FXU and recommend the appointment of auditors to the Board of Trustees
- 5.12. Receiving periodic cash flow forecasts for FXU and reviewing investment income and policies to maximise income
- 5.13. Receiving periodic reports on the staffing costs of FXU and be notified of any action that impacts on staffing costs e.g. arising from pay awards, increase in minimum wage levels, pension fund contributions etc
- 5.14. Receiving and considering evaluation reports on initiatives undertaken in commercial services including their impact
- 5.15. Any other staffing needs as might be appropriate
- 5.16. Such other matters as may from time to time be referred to it by the Board of Trustees or Management Group.
- 5.17. The membership of the Resources and Planning Committee shall be:
  - 5.17.1. A minimum of two Officer Trustees
  - 5.17.2. One Independent Trustee
  - 5.17.3. The Senior Management Team
- 5.18. The Chair of the Resources and Planning Committee will normally be a President

## **6. Appointment of Trustees**

- 6.1. The Trustees shall be made up of the following persons
  - 6.1.1. All elected Officer Trustees, elected in accordance with Clause 9;
  - 6.1.2. not more than 2 Student Trustees, appointed in accordance with Clause 10;
  - 6.1.3. not more than 2 External Trustees, appointed in accordance with Clause 11.
  - 6.1.4. not more than 1 Open trustee, an open trustee can be either an additional student trustee or external trustee and this will be decided annually by the Board.

## **7. The Appointments Committee**

- 7.1. The Appointments Committee will meet as required by the Board of Trustees and report to the Board.
- 7.2. The Appointments Committee will conduct a search for Independent and Students Trustees as directed by the Board of Trustees. The Appointments Committee will put in place arrangements for advertising and interviewing applicants. The Appointments Committee will produce a candidate profile of each nominee with a recommendation to the Board of Trustees as to which candidates should be appointed, this should then be referred for ratification by Student Council
- 7.3. The Appointments Committee will also make any other appointments or related activities that are delegated to it by the Board of Trustees.
- 7.4. The Appointments Committee shall comprise the following:
  - 7.4.1. The Presidents
  - 7.4.2. One of the Independent Trustees
  - 7.4.3. The Trustees may appoint to the Appointments Committee any other person who in their view would bring relevant experience and advice.

## **8. The Management Group**

- 8.1. The Management Group shall comprise the four Officer Trustees, the Chief Executive Officer and the senior managers of FXU.
- 8.2. The Management Group will meet regularly, normally at least every week to discuss and make decisions on operational issues relating to FXU's activities and staff and to ensure that the strategic plans agreed by the Board of Trustees are implemented.
- 8.3. The Management Group will make recommendations to the Board of Trustees on strategic issues and matters which may require significant investment of FXU finances or staff time.
- 8.4. Major decisions will be reported to the Board of Trustees.
- 8.5. The Management Group will also receive reports from each of FXU's departments and review their activity against agreed objectives and resources.
- 8.6. The Management Group will provide to the Board of Trustees summary reports on the departments at regular intervals and on any exceptional matter which might require the Board's attention.
- 8.7. The Chief Executive Officer will normally chair meetings of the Management Group

## **9. Officer Trustees**

- 9.1. Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the Bye-Laws. The Officer Trustees shall be elected to posts set out in the Bye-Laws.
- 9.2. The Officer Trustees shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. Subject to a transitional change in the year of office, an Officer Trustee may be re-elected for a maximum further term of one year by the Members of the Union at an election to be held in accordance with the Bye-Laws. For the avoidance of doubt, an Officer Trustee's terms of office may be either consecutive or non-consecutive.
- 9.3. Each Officer Trustee must be a Student or an Officer Trustee at the time of his or her election. An Officer Trustee shall become a Member of the Union on commencement of his or her appointment or re-appointment as an Officer Trustee. Such membership shall cease when the Officer Trustee ceases to be an Officer Trustee.
- 9.4. The Officer Trustees shall be deemed to be "major union office holders" for the purposes of Section 22 of the Education Act.
- 9.5. At the same time as commencing the term of office as a Trustee, the Officer Trustee will enter into a contract of employment with the Union for a term to be determined by this Bye-Law. The duties and method of remuneration of each Officer Trustee shall be as set out in the Bye-Laws.
- 9.6. The Officer Trustees will be required to report on all Trustee meetings to Student Council and there shall be a minimum of three annual reports submitted to Student Council meetings.

## **10. Student Trustees**

- 10.1. Subject to Clause 10.2 below, up to 2 Student Trustees shall be appointed by a simple majority vote of the Appointments Committee provided that the appointment of each Student Trustee is ratified by a simple majority vote of the Student Council. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Student Council.
- 10.2. Each Student Trustee must be a Student at the time of his or her election (and shall continue to be a Student for the duration of his or her term as a Student Trustee).
- 10.3. Student Trustees shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
- 10.4. A Student Trustee may serve a maximum of two consecutive terms.

## **11. External Trustees**

- 11.1. Two External Trustees shall be appointed by a simple majority vote of the Appointments Committee provided that the appointment of each External Trustee is ratified by a simple majority vote of the Student Council. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Student Council.



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- 11.2. Unless their appointment is terminated in accordance with the Constitution Clauses 37 to 45, External Trustees shall remain in office for a minimum term of up to two years and a maximum of four years commencing in accordance with the Bye-Laws.
- 11.3. External Trustees may serve a maximum of two terms which may either be consecutive or non-consecutive.

### **12. Powers of the Trustees**

- 12.1. The Board of Trustees shall be responsible for the management and administration of the Union and (subject to the Education Act, this Constitution and the Bye-Laws) may exercise all the powers of the Union. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
- 12.2. No alteration of this Constitution or the Bye-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.
- 12.3. The Board's powers under Clause 1 shall include but not be limited to responsibility for:
  - 12.3.1. the governance of the Union;
  - 12.3.2. the finances of the Union; and
  - 12.3.3. the strategy of the Union.
- 12.4. The Board of Trustees may override any decision and Policy made by the Members in general meeting or Referendum or by the Student Council which the Trustees consider (in their absolute discretion):
  - 12.4.1. has or may have financial implications for the Union;
  - 12.4.2. is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
  - 12.4.3. is not or may not be in the best interests of the Union or all or any of its charitable objects;  
or
  - 12.4.4. will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 1.
- 12.5. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as the quorum in Clause 17, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.
- 12.6. All acts done by a meeting of Trustees, or of a committee of the Trustees, shall be valid, even if it is later discovered that any Trustee who participated in the vote:
  - 12.6.1. was not properly appointed;
  - 12.6.2. was disqualified from holding office;
  - 12.6.3. had vacated office; or
  - 12.6.4. was not entitled to vote.

### **13. Delegation of Trustees' powers**

- 13.1. The Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Union for such purposes and on such conditions as they determine.

- 13.2. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day-to-day management of the affairs of the Union to any person or committee in accordance with the conditions set out in this Constitution.

**14. Delegation of day-to-day management powers to Chief Executive Officer**

- 14.1. In the case of delegation of the day-to-day management of the Union to the Chief Executive Officer:
- 14.1.1. the delegated power shall be to manage the Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
  - 14.1.2. the Trustees shall provide the Chief Executive Officer with a description of his or her role and the extent of his or her authority;
  - 14.1.3. the Chief Executive Officer shall report regularly to the Trustees on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union; and
  - 14.1.4. the Trustees shall provide the Chief Executive Officer with a performance management structure to aid his or her work plan and development

**15. Bank Account**

- 15.1. For the avoidance of doubt, the Trustees may (in accordance with Clauses ?? and ??) delegate all financial matters to any committee provided that such committee shall include at least one Trustee. The Trustees may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit provided that the signature of at least one Trustee shall be required for cheques above a certain amount as set out in the Bye-Laws and provided always that no committee shall incur expenditure on behalf of the Union except in accordance with a budget which has been approved by the Trustees.

**16. Trustees' meetings**

- 16.1. The Trustees shall hold a minimum of three meetings in any Academic Year.
- 16.2. Two Trustees may, and the Chief Executive Officer at the request of two Trustees shall, call a meeting of the Trustees.
- 16.3. Guests or observers can attend meetings of the Trustees at the discretion of the Chair.

**17. Quorum**

- 17.1. The quorum for Trustees' meetings shall be five and such quorum must include at least two Officer Trustees. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be (any) five.

## Bye-Law 6: Student Council

### 1. 1. Student Council

The FXU Student Council shall have the following powers and remit:

- a) To have the authority to represent the voice and views of students;
- b) To hold elected Officers to account;
- c) To remove an Officer, Executive or Student Trustee from office through a motion and vote of no confidence, in accordance with Clause 52 of the FXU constitution;
- d) To debate and decide the future course of action for proposals with adequate student support made through the Make a Change Tab;
- e) To ratify policies passed by the Liberation Committee;
- f) To set the policy of the Union;
- g) To refer policy to Referenda of the Members where the Council deems it necessary or appropriate;
- h) To make, repeal and amend the Bye-Laws jointly with the Trustees, in accordance with clause 76 of the FXU constitution;
- i) To expel individuals from membership of the Union in accordance with Clause 13.4 of the FXU constitution;
- j) To appoint Associate Members of FXU, in accordance with Clause 16 of the FXU constitution;
- k) To approve, repeal and review FXU Committees;
- l) To raise issues for discussion and agree action to be taken to address them;
- m) To instruct Sabbatical and other elected FXU Officers to follow up / take action on issues, as agreed by Student Council;
- n) To scrutinise the outcome and effectiveness of agreed action taken;
- o) To receive reports from elected FXU Officers;
- p) To receive quarterly reports from the FXU Board of Trustees.

### 2. Membership

2.1 The FXU Student Council will comprise the following Members:

- 1 x Student Voice Chair
- 10 x Falmouth Undergraduate Academic Representatives
- 1 x Falmouth Postgraduate Taught Representative
- 1 x Falmouth Postgraduate Research Representative
- 9 x UECC Undergraduate Academic Representatives
- 1 x UECC Postgraduate Taught Representative
- 1 x UECC Postgraduate Research Representative
- 1 x Accommodation Chair
- 1 x Mature Representative
- 1 x Distance Learning Rep
- 1 x Falmouth Open Position
- 1 x UECC Open Position
- 13 x Executive Officers
- 4 x elected Sabbatical Officers

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2.2 No member may hold more than one seat on the Student Council at any one time.

2.3 Members of the student council shall either be elected or recruited into their role.

2.4 Academic Reps (undergrad, postgrad and foundation) will be Subject Chair or Department Rep of each area unless an alternative Rep from within their group is appointed by the student members on the relevant SSLC, SSLG or Research Committee.

2.5 Distance Learning Rep and Mature Student Rep shall be appointed to the Council from within their group.

2.6 The Student Council Hall Rep shall be appointed from and by the Hall Rep cohort.

2.7 The Student Community Housing Rep shall be appointed to the Council from and by the Hall Rep cohort (Please note, the Hall Rep cohort includes Student Community Housing Reps).

2.8 Open positions shall be appointed from across the student body and through an application process.

2.9 FXU shall work as far as possible for representatives to be democratically elected. Where this is not possible, an application process will be in place.

2.9 The process of appointing Council members shall be overseen by the FXU Elections & Democracy Committee.

### 3. Election of the Chair

3.1 The Chair shall remain in office for a term of 12 months from the agreed start date as outlined in election/appointment details.

3.2 The Chair must be a student and member of FXU at the time of his or her election/appointment.

3.3 Should the Chair cease to be a student or member of FXU at any point during their term of office, they shall automatically cease to hold the position of Student Voice Chair.

3.4 The role, responsibilities and powers of the Student Voice Chair shall be:

- a) To chair each meeting of the FXU Student Council and ensure meetings are conducted in an appropriate manner;
- b) To chair the FXU Annual General Meeting (AGM) and other Union General Meetings (UGM);
- c) To uphold the remit of the FXU Student Council, in particular, to hold elected FXU Officers to account;
- d) To ensure the Student Council operates in accordance with the FXU Constitution and Bye-Laws;
- e) To be familiar with the various student representation systems in place across FXU, UECC, Falmouth, Falmouth Exeter Plus and externally;
- f) To work with FXU staff in ensuring all FXU Student Council positions are filled as far as possible;
- g) To ensure the Student Council reports to the FXU AGM and other meetings, as appropriate;
- h) To liaise with FXU staff in organising FXU Student Council meetings, the FXU AGM and other UGMs;
- i) To be a member of the FXU Elections & Democracy Committee;
- j) To be a member of other FXU Committees as appropriate.

#### **4. Attendees**

- 4.1 All FXU members can attend FXU Student Council meetings (but do not have voting rights).
- 4.2 At the request of the Student Council, FXU staff; Universities Falmouth Exeter Plus staff or other external parties may attend student Council meetings.

#### **5. Meetings**

- 5.1 The FXU Student Council shall aim to meet twice in term 1 & term 2 and once in term 3.
- 5.2 Dates for Student Council meetings shall be set at the beginning of the academic year.

#### **6. Minutes**

- 6.1 A member of the FXU Student Voice Team (or other in their absence) will act as Minutes Secretary for the Student Council.
- 6.2 Minutes will be taken and circulated to members within 14 working days of each meeting. Agendas for each meeting will be circulated (at least) one week before the date of the meeting.
- 6.3 Minutes will be made available openly to all students via the FXU website.

#### **7. Quorum**

- A meeting shall be quorate with 50% + 1 of the membership in attendance.

#### **8. Voting & Decision-making**

- 8.1 Only Members of Student Council have voting rights.
- 8.2 Each member has one vote and decisions shall be determined by simple majority vote.
- 8.3 In the event of a hung vote, when not all members are present, the vote shall be carried forward to the next meeting (or other appropriate time). A vote taken at the following meeting shall be carried regardless of how many voting members are present, provided the meeting is quorate.
- 8.4 In the event of a hung vote at which all voting members are present, the Chair shall have a casting vote.

#### **9. Attendance & Conduct**

- 9.1 Members shall be expected to attend all Council meetings. Where this is not possible, apologies should be made via the Chair or Minutes Secretary in advance of the meeting.
- 9.2 Absence from three consecutive meetings may result in loss of membership and will be at the discretion of the Student Voice Chair. The recruitment of any unfilled positions will also be at the discretion of the Chair.
- 9.3 All members shall be expected to conduct themselves with appropriate professionalism and respect for others, at all times.

#### **10. Reporting**

- The FXU Student Council will report to members via FXU general meetings. Reports will include:
- a) Details of achievements, current student issues, campaigns, FXU policy updates and new / changes to FXU committees
  - b) Annual report on accounts, student participation and FXU Student Council evaluation.

## **Bye-Law 7: General & Extraordinary Meetings of Members**

### **1. General Meetings**

- 1.1. General Meetings shall be held in accordance with constitution and the following bye-law.
- 1.2. At least one General Meeting shall be held per term, one of which can be the annual general meeting.
- 1.3. The Trustees may call a General Meeting at any time

### **2. Extraordinary General Meetings**

- 2.1. Should an Extraordinary General Meeting be required by the members a requisition, signed by at least 2.5% of members, must be presented to the Trustees fourteen (14) days before the requested date of the General Meeting and must also specify the general nature of the business to be transacted.
- 2.2. Only the issue specified in the requisition shall be discussed at the Extraordinary General Meeting

### **3. Quorum**

- 3.1. No decisions shall be made at any general meeting unless a quorum is present. Fifty (50) persons entitled to vote upon the business to be transacted, each being a Member (but excluding Trustees), shall be a quorum.
- 3.2. If such a quorum is not present, the meeting shall continue that day but no resolution may be put to vote. The Chair may use the meeting to gauge student opinion. Any resolution due to be put to vote at that meeting will be put to the Student Council.
- 3.3. In cases where the meeting is split over multiple locations the quorum is counted as the total number of voting members present at all locations.

### **4. Votes of Members at General Meetings**

- 4.1. A resolution put to the vote of a General Meeting shall be decided on a show of hands and every member shall have one vote.
- 4.2. Every resolution shall be decided by a simple majority of the votes cast unless the Constitution or this Bye-Law provides otherwise.
- 4.3. Every resolution shall have the options of 'For', 'Against' and 'Abstain'.

### **5. Chair**

- 5.1. The Student Voice Chair shall preside as chair of the meeting.
- 5.2. In the absence of the Student Voice Chair the members present and entitled to vote shall nominate one of their numbers to chair the meeting.

### **6. Adjournment**

- 6.1. The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn a meeting or agenda item from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned at least seven clear days' notice shall be given

specifying the time and place of the adjourned meeting and the general nature of the business to be transacted.

**7. Business**

7.1. An agenda for General Meetings should be prepared and circulated by the trustees in advance of the meeting.

7.2. The business to be conducted at General Meetings may include but is not limited to:

- 7.2.1. Questions for FXU representatives (e.g. Trustees, Executive Officers and CEO);
- 7.2.2. Questions for representatives of the institutions and service provider;
- 7.2.3. Discussion and voting on referenda or policy;
- 7.2.4. Relevant issues to student experience, and;
- 7.2.5. Any other business, to allow for questions from the floor

## **Bye-Law 8: Sabbatical Roles & Employment**

### **Bye-Law 8: Sabbatical Roles and Employment Bye Law**

#### **1. Sabbatical Officers**

- a. The Sabbatical Officers (Hence forth called 'the Officers') are responsible for the governance of the Union and the representation of students through consultation with the student body.
- b. The four officers titles will be President Exeter, President Falmouth, President Student Experience, President Community & Welfare

#### **2. Officer Roles**

- a. The 2 presidents will be responsible for the academic representation of students from their respective institutions; these roles can only be elected by the students of the respective institutions.
- b. The President Student Experience shall be elected by students from both institutions and so shall represent all students of Falmouth University and University of Exeter Cornwall Campuses regarding sport and recreation facilities, activities and events.
- c. The President Community & Welfare shall be elected by students from both institutions and so shall represent all students of Falmouth University and University of Exeter Cornwall Campuses regarding welfare issues.
- d. The Officers roles are described in more detail in the individual job descriptions.

#### **3. Governance**

- a. The Officers' responsibilities regarding the Governance of the Union are, but not limited to, the following:
  - i. Attendance at FXU Trustee Board meetings to make informed decisions for the benefit of students and the Union as an organisation;
  - ii. Carry out other duties within the scope of the role, set out in the Constitution and Bye-laws, or as mandated by the Board or Student Council;
  - iii. Support and be a member of FXU committees as required;
  - iv. Ensure that FXU policies and procedures are adhered and contribute to the amendment or development of these as required.

#### **4. Representation**

- a. The Officers' responsibilities regarding representation of the student body are, but not limited to, the following:
  - i. To attend meetings such as committees and student council;
  - ii. To seek student opinion on matters of interest and/or importance to them;
  - iii. To inform students of any issues/ activities/ plans, etc that may be of importance or interest to them, particularly those that may affect their experience as a student.

#### **5. Services**

- a. The Officers' must work closely alongside the other FXU staff to ensure that services and operations run effectively, to develop existing and new services where appropriate and within the scope of the role.
- b. To liaise with staff from the institutions and service provider to ensure that all services available to the students are run effectively and in the students best interests.



## 6. Employment

- a. The Officers' term of employment will run from the first day of July in the year they are elected to the last day of July the following year.
- b. An Officer may run for a second term in office but must take annual leave while campaigning.
- c. The Officers may not apply for further employment within the Students' Union for a period of 3 years following the termination of their role.
- d. The Officers' will be paid an annual salary that reflects the work and responsibilities required of them and is in line with the salaries of Officers at other Students' Unions.
- e. The Officers' will receive reimbursement of reasonable expenses incurred while conducting FXU business.

## 7. Job Descriptions - All job descriptions are subject to change by the FXU Board

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<b>Position:</b>	FXU Sabbatical and Trustee
<b>Job Title:</b>	FXU President Exeter
<b>Elected:</b>	By ballot of all University of Exeter students at the Cornwall Campuses.
<b>Term of Office:</b>	13 Months commencing 1st July 31st July
<b>Accountable to:</b>	The Student Body via the FXU Student Council

### PURPOSE OF ROLE

As an FXU Trustee and member of the FXU management team, to take a leading role and support staff and students in the planning and delivery of services to promote and support a positive student experience and academic achievement. To consult with students of UECC and ensure that their views and needs are represented at all levels of decision making processes within University of Exeter. To support and represent UECC students individually and at relevant meetings. To develop and maintain positive working relationships with colleagues within the Exeter Guild and University of Exeter Streatham campus to ensure that the views and needs of students at the Cornwall Campuses are reflected in decision making processes.

### KEY AREAS OF RESPONSIBILITY and DUTIES:

#### 1. Governance

- 1.1) To be a trustee of FXU, and as such, to take (collective) responsibility for the effective operation of the organisation, making informed decisions for the benefit of students and FXU (as an organisation)
- 1.2) Carry out any other duties which are reasonably within the scope of the role; or as set out in the Constitution & Bye-laws; or as mandated by the FXU Board or Student Council
- 1.3) To support and be a member of FXU committees ,as required
- 1.4) Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy

#### 2. Representation

- 2.1) To represent students of University of Exeter Cornwall Campuses – within institutional committees and areas including Cornwall Executive Group and the Vice-Chancellor's Liaison Group
- 2.2) Attend meetings and undertake specific tasks and duties in order to represent students
- 2.3) To seek student opinion on matters of interest and/or importance to them
- 2.4) To inform students of any issues / activities / plans, etc that may be of importance or interest to them, particularly those which may affect their experience as a student
- 2.5) To be aware of, and involved in, current and future developments of UECC, representing students' views as appropriate, and supporting a positive relationship with FXU

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- 2.6) To carry out formal consultation processes with students in liaison with relevant FXU staff to inform service delivery and developments.
- 2.7) To provide regular information regarding current student issues and opinions to FXU staff and others to inform service delivery and developments.
- 2.8) Represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and FXU
- 2.9) To support and/or represent students in any situation that may arise
- 2.10) Communicate with, and seek the opinions of, students, in order to represent them effectively
- 2.11) Attend UECC Staff/Student Liaison Committee (SSLC) meetings where appropriate and follow up issues that may arise
- 2.12) Maintain an awareness and knowledge of issues affecting students – on campus, locally, regionally and nationally
- 2.13) Provide mentoring support for designated elected student executive officers to enable them to effectively contribute to the delivery of student centred services.

### **3. Services**

- 3.1) To work closely with the FXU President Falmouth, FXU President Student Experience and FXU President Community & Welfare to deliver representation and services, notably freshers' activities and the annual end of year garden party, and to ensure equity (as far as is possible) for all students across the combined population
- 3.2) To work alongside the FXU Chief Executive Officer and staff team to ensure that services and operations run effectively, and where appropriate, to develop existing and new services for students
- 3.3) Liaise with staff across UECC and Falmouth Exeter Plus to ensure academic and related services and campus facilities are student-centred, accessible and effective.
- 3.4) Ensure students at the Cornwall Campuses are appropriately considered and catered for in all aspects of student life affected by broader University plans and developments

### **4. Other**

- 4.1) Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.
- 4.2) Jointly design, plan and deliver a communication strategy to support all areas of FXU
- 4.3) In collaboration with other Elected Officers, Exec Officers, FXU Staff, etc organise other FXU activities and events throughout the academic year, such as awareness-raising events and elections.
- 4.4) Ensure that health & safety risk assessments are completed in relation to all planned activities and events. Also, to ensure that all considerations have been made to ensure the safe and effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.
- 4.5) Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions
- 4.6) Respond appropriately to NUS national campaigns, etc
- 4.7) Attend NUS (and other) training and conferences appropriate to the position
- 4.8) Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc and to keep other FXU colleagues and students informed appropriately
- 4.9) Promote and encourage positive student involvement in all areas of FXU activities
- 4.10) Jointly co-ordinate and support the FXU Executive team and their corresponding activities through monthly Exec meetings and meeting officers individually as required
- 4.11) Attend all relevant scheduled meetings and represent students in this way. Regular meetings to be attended include:
  - FXU Board (co Chair)
  - FXU Management Team

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- FXU Executive Meetings
- FXU Student Council
- FXU AGM
- UoE Cornwall Executive Group (CEG)
- UoE Vice-Chancellor's Liaison Group (VCLG)
- UoE Senate
- UoE University Student Exchange meetings
- UoE Staff/Student Liaison Committee meetings where appropriate
- UoE Budget Scrutiny Group
- Falmouth Exeter Plus Board (as invited)
- Falmouth Exeter Plus Stakeholder Groups (as agreed)
- Others identified as appropriate and required

### 5. General

- 5.1) To adhere to FXU policies, procedures and agreed protocols and the Code of Conduct at all times.
- 5.2) To produce end of year reports - an individual report and jointly, an annual trustees end of year report
- 5.3) To deliver a comprehensive handover to your successor

### 6. KEY Links

- FXU Executive Officers
- Campaigns Officer
- Equal Opportunities
- FXU Student Voice Chair
- FXU Chief Executive Officer
- FXU Student Voice Director
- Senior staff UECC
- Senior staff UE
- Exeter Guild President
- Senior staff Falmouth Exeter Plus

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<b>Position:</b>	FXU Sabbatical and Trustee
<b>Job Title:</b>	FXU President Falmouth
<b>Elected:</b>	By ballot of all registered Falmouth students
<b>Term of Office:</b>	13 Months commencing 1st July 31st July
<b>Accountable to:</b>	The Student Body via the FXU Student Council

### PURPOSE OF ROLE

As an FXU Trustee and member of the FXU management team, to take a leading role and support staff and students in the planning and delivery of services to promote and support a positive student experience and academic achievement. To consult with students of Falmouth University and ensure that their views and needs are represented at all levels of decision making processes within Falmouth University. To support and represent Falmouth students individually and at relevant meetings.

### KEY AREAS OF RESPONSIBILITY and DUTIES:

#### 1. Governance

- 1.1) To be a trustee of FXU, and as such, to take (collective) responsibility for the effective operation of the organisation, making informed decisions for the benefit of students and FXU (as an organisation)

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- 1.2) Carry out any other duties which are reasonably within the scope of the role; or as set out in the Constitution & Bye-laws; or as mandated by the FXU Board or Student Council
- 1.3) To support and be a member of FXU committees as required
- 1.4) Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy

### **1. Representation**

- 2.1) To represent students of Falmouth University – within institutional committees and areas, including the Falmouth Board of Governors
- 2.2) Attend meetings and undertake specific tasks and duties in order to represent students
- 2.3) To seek student opinion on matters of interest and/or importance to them
- 2.4) To inform students of any issues / activities / plans, etc that may be of importance or interest to them, particularly those which may affect their experience as a student
- 2.5) To be aware of, and involved in, current and future developments of Falmouth University, representing students' views as appropriate, and supporting a positive relationship with FXU
- 2.6) To carry out formal consultation processes with students in liaison with relevant FXU staff to inform service delivery and developments.
- 2.7) To provide regular information regarding current student issues and opinions to FXU staff and others to inform service delivery and developments.
- 2.8) Represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and FXU
- 2.9) To support and/or represent students in any situation that may arise
- 2.10) Communicate with, and seek the opinions of, students, in order to represent them effectively
- 2.11) Provide mentoring support for designated elected student executive officers to enable them to effectively contribute to the delivery of student centred services.
- 2.12) Attend Falmouth student course rep meetings where appropriate and follow up issues that may arise
- 2.13) Maintain an awareness and knowledge of issues affecting students – on campus, locally, regionally and nationally

### **Services**

- 3.1) To work closely with FXU President Exeter, FXU President Student Experience and FXU President Community & Welfare to deliver representation and services, notably freshers' activities and the annual end of year garden party, and to ensure equity (as far as is possible) for all students across the combined population
- 3.2) To work alongside the FXU Chief Executive Officer and staff team to ensure that services and operations run effectively, and where appropriate, to develop existing and new services for students
- 3.3) Liaise with staff across Falmouth University and Falmouth Exeter Plus to ensure academic and related services and campus facilities are student-centred, accessible and effective
- 3.4) Ensure students at Falmouth are appropriately catered for, and sit on the management committee for Falmouth Bar

### **1. Other**

- 4.1) Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.
- 4.2) Jointly design, plan and deliver a communication strategy to support all areas of FXU
- 4.3) In collaboration with other Elected Officers, Exec Officers, FXU Staff, etc organise other FXU activities and events throughout the academic year, such as awareness-raising events and elections.
- 4.4) Ensure that health & safety risk assessments are completed in relation to all planned activities and events. Also, to ensure that all considerations have been made to ensure the safe and

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effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.

- 4.5) Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions
- 4.6) Respond appropriately to NUS national campaigns, etc
- 4.7) Attend NUS (and other) training and conferences appropriate to the position
- 4.8) Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc and to keep other FXU colleagues and students informed appropriately
- 4.9) Promote and encourage positive student involvement in all areas of FXU activities
- 4.10) Jointly co-ordinate and support the FXU Executive team and their corresponding activities through monthly Exec meetings and meeting officers individually as required
- 4.11) Attend all relevant scheduled meetings and represent students in this way. Regular meetings to be attended include:

- o FXU Board of Trustees (co Chair)
- o FXU Management Team
- o FXU Executive Meetings
- o FXU Student Council
- o FXU AGM
- o Falmouth Board of Governors
- o Falmouth Budget Advisory Group ( co chair)
- o Falmouth Academic Board
- o Falmouth Management Board
- o Falmouth Learning and Teaching Enhancement Committee
- o Falmouth Academic Quality and Standards Committee
- o Falmouth School Quality Assurance and Enhancement Committees x2
- o Falmouth Exeter Plus Board (as invited)
- o Falmouth Exeter Plus Stakeholder Groups (as agreed)
- o Others identified as appropriate and required

### 1. General

- 5.1) To adhere to FXU policies, procedures and agreed protocols and the Code of Conduct at all times.
- 5.2) To produce end of year reports - an individual report and jointly, an annual trustees end of year report
- 5.3) To deliver a comprehensive handover to your successor

### 1. KEY Links

- FXU Executive Officers
- Equal Opportunities
- Campaigns
- FXU Student Voice Chair
- FXU Chief Executive Officer
- FXU Student Voice Director
- Senior staff Falmouth University
- Senior staff Falmouth Exeter Plus

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<b>Position:</b>	FXU Sabbatical
<b>Job Title:</b>	FXU President Student Experience
<b>Elected:</b>	By ballot of all registered Falmouth and UECC students
<b>Term of Office:</b>	13 Months commencing 1st July to 31st July
<b>Accountable to:</b>	The Student Body via the FXU Student Council

### **PURPOSE OF ROLE**

To consult with, represent and support the combined student body regarding sport and recreation facilities, activities and events. As a member of the FXU management team, to take a leading role and support staff and students in the planning and delivery of services and support to participate in a wide range of extra curricula activities on campus and in the wider community, in partnership with Falmouth Exeter Plus and others as appropriate.

### **KEY AREAS OF RESPONSIBILITY and DUTIES:**

#### **1. Governance**

- 1.1) To attend FXU Trustee Board meetings as required to represent your area of responsibility so that informed decisions can be made for the benefit of students and FXU (as an organisation)
- 1.2) Carry out any other duties which are reasonably within the scope of the role; or as set out in the Constitution & Bye-laws; or as mandated by the FXU Board or Student Council
- 1.3) To support and be a member of FXU committees as required
- 1.4) Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy

#### **2. Representation**

- 2.1) To represent students of Falmouth University and University of Exeter Cornwall Campuses – within institutional and Falmouth Exeter Plus committees and areas
- 2.2) Attend meetings and undertake specific tasks and duties in order to represent students
- 2.3) To seek student opinion on matters of interest and/or importance to them
- 2.4) To inform students of any issues / activities / plans, etc that may be of importance or interest to them, particularly those which may affect their experience as a student
- 2.5) To be aware of, and involved in, current and future developments of Falmouth University/UECC/Falmouth Exeter Plus, representing students' views as appropriate, and supporting a positive relationship with FXU
- 2.6) To carry out formal consultation processes with students in liaison with relevant FXU staff to inform service delivery and developments.
- 2.7) To provide regular information regarding current student issues and opinions to FXU staff and others to inform service delivery and developments.
- 2.8) Represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and FXU
- 2.9) Communicate with, and seek the opinions of, students, in order to represent them effectively
- 2.10) Maintain an awareness and knowledge of issues affecting students – on campus, locally, regionally and nationally
- 2.11) Provide mentoring support for designated elected student executive officers to enable them to effectively contribute to the delivery of student centred services.
- 2.12) To support and/or represent students in any situation that may arise

#### **3. Services**

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- 3.1) To work closely with the FXU President Exeter, FXU President Falmouth, FXU President Community & Welfare to deliver representation and services, notably freshers' activities and the annual end of year garden party, and to ensure equity (as far as is possible) for all students across the combined population
- 3.2) To work alongside the FXU Chief Executive Officer and staff team to ensure that services and operations run effectively, and where appropriate, to develop existing and new services for students
- 3.3) Liaise with staff across Falmouth University/UECC and Falmouth Exeter Plus to plan and deliver a range of sports and recreational activities, events, support services, opportunities and facilities on campus and in the wider community which are student-centred, accessible and effective.
- 3.4) Ensure that the interests of all sectors of the student community at both Penryn and Falmouth are reflected in sports and leisure services.

### **4. Other**

- 4.1) Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.
- 4.2) Jointly design, plan and deliver a communication strategy to support all areas of FXU
- 4.3) In collaboration with other Elected Officers, Exec Officers, FXU Staff, etc organise other FXU activities and events throughout the academic year, such as awareness-raising events and elections.
- 4.4) Ensure that health & safety risk assessments are completed in relation to all planned activities and events. Also, to ensure that all considerations have been made to ensure the safe and effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.
- 4.5) Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions
- 4.6) Respond appropriately to NUS national campaigns, etc
- 4.7) Attend NUS (and other) training and conferences appropriate to the position
- 4.8) Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc and to keep other FXU colleagues and students informed appropriately
- 4.9) Promote and encourage positive student involvement in all areas of FXU activities
- 4.10) Jointly co-ordinate and support the FXU Executive team and their corresponding activities through monthly Exec meetings and meeting officers individually as required
- 4.11) Attend all relevant scheduled meetings and represent students in this way.  
Regular meetings to be attended include:
  - o FXU Board
  - o FXU Management Team
  - o FXU Executive Meetings
  - o FXU Student Council
  - o FXU AGM
  - o FXU Sports & Societies Committee
  - o FXU Sports & Societies Forum
  - o Falmouth Exeter Plus Board (as invited)
  - o Campus Sports and Recreation Committee
  - o Falmouth Exeter Plus Stakeholder Groups (as agreed)
  - o Others identified as appropriate and required

## 5. General

- 5.1) To adhere to FXU policies, procedures and agreed protocols and the Code of Conduct at all times.
- 5.2) To produce end of year reports - an individual report and jointly, an annual trustees end of year report
- 5.3) To deliver a comprehensive handover to your successor

## 6. KEY Links

- FXU Executive Officers
- Sports
- Societies
- Events
- Promotions
- RAD
- Volunteering
- FXU Chief Executive Officer
- FXU Activities Director
- FXU Administrator
- Falmouth Exeter Plus Sports Manager
- Falmouth Exeter Plus Business Development Manager
- Exeter Guild VP Participation and Campuses

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<b>Position:</b>	FXU Sabbatical
<b>Job Title:</b>	FXU President Community & Welfare
<b>Elected:</b>	By ballot of all registered Falmouth and UECC students
<b>Term of Office:</b>	13 Months commencing 1st July to 31st July
<b>Accountable to:</b>	The Student Body via the FXU Student Council

### PURPOSE OF ROLE

To consult with, represent and support the combined student body regarding all welfare issues. To provide support and information for individuals and groups of students as appropriate in consultation with colleagues. As a member of the FXU management team, to take a leading role and support staff and students in the planning and delivery of welfare and signposting services, support and campus facilities in partnership with Falmouth Exeter Plus and others as appropriate.

### KEY AREAS OF RESPONSIBILITY and DUTIES:

#### 1. Governance

- 1.1) To attend FXU Trustee Board meetings as required to represent your area of responsibility so that informed decisions can be made for the benefit of students and FXU (as an organisation)
- 1.2) Carry out any other duties which are reasonably within the scope of the role; or as set out in the Constitution & Bye-laws; or as mandated by the FXU Board or Student Council
- 1.3) To support and be a member of FXU committees as required
- 1.4) Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy



## **2. Representation**

- 2.1) To represent and support the combined student body with regards to general student welfare and well-being
- 2.2) Liaise across, and represent students' interest throughout, UoE CC, Falmouth University and Falmouth Exeter Plus; the local community; the regional area, and nationally
- 2.3) Attend meetings and undertake specific tasks and duties in order to represent students' welfare interests
- 2.4) To seek student opinion on matters of interest and/or importance to them
- 2.5) To inform students of any issues / activities / plans, etc that may be of importance or interest to them, particularly those which may affect their welfare and/or experience as a student
- 2.6) To carry out formal consultation processes with students in liaison with relevant FXU staff to inform service delivery and developments.
- 2.7) To provide regular information regarding current student issues and opinions to FXU staff and others to inform service delivery and developments.
- 2.8) To be aware of, and involved in, current and future developments within both institutions and elsewhere, representing students' views as appropriate, and supporting positive relationships with FXU
- 2.9) Represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and FXU
- 2.10) To support and/or represent students on an individual or group basis
- 2.11) Provide mentoring support for designated elected student executive officers to enable them to effectively contribute to the delivery of student centred services.
- 2.12) Communicate with, and seek the opinions of, students, in order to represent them effectively
- 2.13) Maintain an awareness and knowledge of issues affecting students – on campus; locally; regionally and nationally

## **3. Services**

- 3.1) To work closely with the FXU President Falmouth, FXU President Exeter and FXU President Student Experience to deliver representation and services, notably freshers' activities and the annual end of year garden party, and to ensure equity (as far as is possible) for all students across the combined population
- 3.2) To work alongside the FXU Chief Executive Officer and staff team to ensure that services and operations run effectively, and where appropriate, to develop existing and new services for students
- 3.3) Liaise with staff responsible for Welfare and related services and facilities at both Falmouth and Penryn to ensure they are student-centred, accessible and effective
- 3.4) Co-ordinate and deliver a range of awareness campaigns throughout the year

## **4. Other**

- 4.1) Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.
- 4.2) Jointly design, plan and deliver a communication strategy to support all areas of FXU
- 4.3) In collaboration with other Elected Officers, Exec Officers, FXU Staff, etc organise other FXU activities and events throughout the academic year, such as awareness-raising events and elections.
- 4.4) Ensure that health & safety risk assessments are completed in relation to all planned activities and events. Also, to ensure that all considerations have been made to ensure the safe and effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.
- 4.5) Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions
- 4.6) Respond appropriately to NUS national campaigns, etc

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- 4.7) Attend NUS (and other) training and conferences appropriate to the position
- 4.8) Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc and to keep other FXU colleagues and students informed appropriately
- 4.9) Promote and encourage positive student involvement in all areas of FXU activities
- 4.10) Jointly co-ordinate and support the FXU Executive team and their corresponding activities through monthly Exec meetings and meeting officers individually as required
- 4.11) Attend all relevant scheduled meetings and represent students in this way. Regular meetings to be attended include:
  - FXU Board
  - FXU Management Team
  - FXU Executive Meetings
  - FXU Student Council
  - FXU AGM
  - Falmouth Exeter Plus Sustainability Committee
  - Penryn Health & Safety Committee
  - Falmouth Health & Safety and Environment Group
  - Falmouth Health and Safety Committee
  - Equality & Diversity Steering Group
  - Chaplaincy Advisory Group
  - Carrick Urban Safety Committee
  - PACT – Falmouth & Penryn
  - Falmouth Exeter Plus Stakeholder Groups (as agreed)
  - Others identified as appropriate and required.

### **5. General**

- 5.1) To adhere to FXU policies, procedures and agreed protocols and the Code of Conduct at all times.
- 5.2) To produce end of year reports - an individual report and jointly, an annual trustees end of year report
- 5.3) To deliver a comprehensive handover to your successor

### **6. KEY Links**

- FXU Executive Officers
- Campaigns
- Environment & Ethics
- Liberation
- FXU Chief Executive Officer
- FXU Advisors
- FXU Volunteering & RAD Manager
- Exeter Guild President Community & Welfare
- Senior staff Falmouth Exeter Plus

8. Sabbatical Officer's CONTRACT OF EMPLOYMENT

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**PARTIES:** Name of Officer:

Name of Employer: Falmouth & Exeter Students' Union (FXU)

Address: Penryn Campus, Treliever Road, Penryn, Cornwall, TR10 9EZ

**1. JOB TITLE AND DURATION OF OFFICE**

- 1.1 You are elected to the position of Sabbatical President for a period commencing on DD/MM/YYYY and shall continue subject to the remaining terms of this Agreement, until it terminates on DD/MM/YYYY without the need for notice subject to provisions for early termination set out in clause 11 below.
- 1.2 Your employment in the position of FXU \_\_\_\_\_ commences on DD/MM/ YYYY and you will continue in this role until DD/MM/YYYY as per clause 1.1 above. This will be considered as part of your induction to the role and allow for a hand-over between you and the out-going Elected Officer. No employment with a previous employer counts as part of a period of continuous employment.

**2. DUTIES**

- 2.1 You are required to undertake the duties of the office to which you have been elected. These are as outlined in your job description.
- 2.2 You may from time to time be required to undertake such other duties as FXU may reasonably require for the effective running of FXU, including undertaking the functions of other Elected Officers in their absence.
- 2.3 You are required at all times to comply with our rules, policies and procedures in force from time to time.
- 2.4 Under no circumstances are you to work for Falmouth University; University of Exeter or FX Plus, in any capacity during your term of office.

**3. PLACE OF WORK**

- 3.1 Your normal place of work shall be at the Penryn Campus or such other campuses of Falmouth University and/or University of Exeter or other places as FXU may reasonably require for the proper performance and exercise of your duties.
- 3.2 You may be required to travel within the UK and overseas as appropriate to fulfilling the proper performance of your duties, and you will be expected to attend training events, conferences and other meetings from time to time. During the appointment, you shall not be required to work outside the UK for any continuous period of more than one month.

**4. REMUNERATION**

- 4.1 Your salary amounts to £XX,XXX per annum. Your entitlement to salary accrues on a daily basis payable monthly in arrears on or around the twenty-fifth (25<sup>th</sup>) day of the month by FXU, directly into your nominated bank account.
- 4.2 FXU is authorised to deduct any sums due to it from you from your salary or any other sums due to you in respect of your office or employment or its termination.
- 4.3 The remuneration package will be reviewed annually by the Lay Trustees at a Board of Trustees meeting, under reserved business, and following any recommendations by the FXU CEO.

**5. EXPENSES**

You will be entitled to reimbursement of reasonable expenses wholly, properly and necessarily incurred by you on the business of FXU, subject to your producing such vouchers, receipts and other evidence as FXU may require. This does not include travel to and from work. Expenses should be claimed within one month of being incurred and an expenses claim form must be completed and authorised by the FXU CEO, in line with FXU's financial procedures.

**6. HOURS OF WORK**

- 6.1 You are required to work such hours as are necessary for the proper performance of your duties and responsibilities of the post, but it is expected that a minimum of 35 hours are worked each week, and that core hours of 10.00am to 4.00pm Monday to Friday are worked each day. You will work flexibly around these hours to meet peaks and troughs in workload and may be required to work during evenings and at weekends. You acknowledge that you shall not receive further remuneration in respect of additional hours. Time off in lieu will only be granted in exceptional circumstances and shall be at the discretion of the FXU CEO.
- 6.2 FXU reserves the right to alter working hours as necessary.

**7. TIMEKEEPING**

You are required to attend the office as specified under Clause 6. If you are unable to do so, you are required to notify the FXU CEO or FXU Administrator by 09.30am on the same day. A failure to comply with this requirement may be treated as unauthorised absence, and FXU will be entitled to make relevant deductions from your salary for each day of such unauthorised absence.

**8. PENSIONS**

There is no designated pension scheme attached to the position, but should you require advice about pension planning, please speak to the FXU CEO for information.

There is no contracting out certificate in force in respect of your employment.

**9. HOLIDAYS AND HOLIDAY PAY**

- 9.1 The Holiday Year runs from 1<sup>st</sup> August to 31<sup>st</sup> July.
- 9.2 From the commencement of your period of office, your paid holiday entitlement will be at the rate of 28 days per calendar year (30 days in total for term of employment). Bank holidays and

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discretionary office closure days are in addition to these entitlements. If your appointment commences or terminates part way through a holiday year, your entitlement during that holiday year shall be calculated on a pro-rata basis rounded up to the nearest half day.

- 9.3 Office closure days will be at the discretion of FXU but for guidance will normally consist of 4 days over the Christmas period.
- 9.4 Where an Officer is re-elected for a second term, leave entitlement cannot be carried over into the second term.
- 9.5 Officers coming to the end of their term of office shall not be entitled to take leave during the first 2 weeks of the July hand-over period.
- 9.6 Newly elected Officers may not take leave during the induction/handover period before their term of Office commences.
- 9.7 In the case of an Officer being re-elected to the same post for a second term, the handover leave restrictions do not apply.
- 9.8 Holidays may only be taken at times convenient to FXU, and must be arranged in advance by reasonable notice (at least twice the length of holiday sought) with a minimum of one week's notice. Holiday requests should be made by submitting the appropriate leave request form to the FXU CEO. Holiday during term time, will only be agreed in exceptional circumstances, and with the consent of the FXU CEO. You shall not be entitled to take more than 10 working days' holiday at any one time unless agreed by the Board of Trustees.
- 9.9 You shall not carry forward any accrued but untaken holiday entitlement to a subsequent holiday year (unless you have been unavoidably prevented from taking such holiday during the relevant leave year because of sickness absence, or statutory maternity, paternity or adoption leave).
- 9.10 In the event of early termination of your employment, any holiday taken in excess of your pro-rata entitlement will be deducted from your final salary payment.

### 10. SICKNESS AND ABSENCE

- 10.1 A self-certification system operates for absence from work due to sickness or injury not exceeding 7 days (inclusive of weekends and bank holidays). Any period of sickness absence in excess of 7 days (inclusive of weekends and bank holidays) will require a Medical Certificate.
- 10.2 If you cannot attend work because of sickness or injury you must, unless there is some good reason to the contrary, you must advise the FXU CEO and/or FXU Administrator of the reason for non-attendance by 09.30 a.m. on the first working day of absence. Failure to do so may result in sickness pay not being paid.
- 10.3 Sickness pay is at the following rates:

<b>Period in Office</b>	<b>Full Pay</b>	<b>Half Pay</b>
(i) First three months of period of office	2 weeks	2 weeks

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(ii) Fourth to twelfth month of period of office	2 months	2 months
(iii) If re-elected to a second term of office	2 months	2 months

*Sickness pay will include any Statutory Sick Pay (SSP) to which you may be entitled. SSP will continue to be paid beyond the period set out above, up to the maximum 28 weeks in total, if entitlement allows.*

- 10.4 Immediately on your return to work you must obtain, complete and return to the FXU CEO, before the end of the day of your return to work, a self-certification form (and Doctor's Certificate for periods exceeding 7 days).
- 10.5 If you have been absent for a period of more than 14 consecutive days, a 'fit note' from your doctor stating your ability to return to work may be required.
- 10.6 FXU reserves the right to require you to undergo a medical examination at its request after 4 weeks' absence due to sickness. FXU will pay the cost of any such examination and all information given in connection with it and any report upon it shall be fully disclosed to FXU and FXU may discuss the contents of the report with the relevant doctor and FXU's legal advisors.

### **11. EARLY TERMINATION**

- 11.1 You are required to provide one month's written notice of the early termination of your employment.
- 11.2 FXU may dismiss you from your employment on the occurrence of any of the events set out under the applicable provisions (sections 51 – 52) dealing with Disqualification, Resignation and Removal of Trustees and Removal of Trustees by the Members or the Student Council, as contained in FXU's Constitution (as updated from time to time).
- 11.3 FXU may also terminate your employment on the following grounds (this list is not intended to be exhaustive):
- (a) gross misconduct including failure to abide by Union or Universities policies and/or Code of Conduct,
  - (b) breach of contract
  - (c) any other reason that results in you losing your student status, in accordance with institutional policy
  - (d) if the FXU Board establishes that you are no longer capable of performing your duties and responsibilities
- 11.4 Save in cases of gross misconduct, you will be entitled to one month's notice of the early termination of your employment. FXU may, at its discretion, pay you in lieu of your notice period.

**12. TERMINATION**

- 12.1 Unless terminated earlier in accordance with Clause 11 (above), this agreement will automatically terminate on DD/MM/YYYY, at the end of your period of Office.
- 12.2 Upon termination of this agreement, either when your term of office expires or earlier, you will be required to return all files, records, lists, literature, books, equipment, resources and other information and possessions belonging to FXU or that were developed or used by you in conjunction with your Office held within FXU, which shall remain FXU's sole possession. The list contained in this clause is not intended to be exhaustive

**13. WORK DURING NOTICE PERIOD AND GARDEN LEAVE**

During the period of notice FXU may require that you hold yourself available to carry out such duties (if any) as FXU may require but FXU may suspend you from all or any of your duties and impose such restrictions on the carrying out of your duties, your activities and attendance at FXU premises as it shall think fit.

**14. CONDUCT, DISCIPLINARY & GRIEVANCE PROCEDURE**

- 14.1 You are expected to undertake your duties and responsibilities at all times in accordance with FXU's Code of Conduct. These do not form part of your contract of employment.
- 14.2 Disciplinary action will be considered under circumstances as outlined in the Code of Conduct and/or clause 11 above. In the event that disciplinary action is taken, FXU will act broadly in accordance with the latest ACAS Code of Practice, although the Code is not deemed to form part of your contract of employment.
- 14.3 If you wish to appeal against a disciplinary decision you may apply in writing to FXU CEO or Chair of Trustees in accordance with FXU's Code of Conduct. FXU may suspend you from any or all of your duties during any period in which FXU is investigating any disciplinary matter involving you or while any disciplinary procedure against you is outstanding.
- 14.4 During any period of suspension:
- (a) You shall continue to receive your basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement;
  - (b) You shall remain an employee of FXU and bound by the terms of this agreement;
  - (c) You shall ensure that FXU CEO knows where you will be and how you can be contacted during each working day (except during any periods taken as holiday in the usual way);
  - (d) FXU may exclude you from your place of work or any other premises of Falmouth University; University of Exeter and FX Plus; and
  - (e) FXU may require you not to contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser or other business contact of FXU; Falmouth University; University of Exeter or FX Plus.
- 14.5 If you wish to raise a grievance, you should do so in writing, in the first instance, to the FXU CEO. The full grievance procedure is also outlined in the Code of Practice.

**15. CONFIDENTIALITY**

- 15.1 You shall not (except in the proper course of your duties) use or disclose to any third person either during or at any time after the period of your employment with FXU any documents, confidential facts or information or trade secrets relating to the business or affairs of FXU which come to your knowledge during such period, nor shall you make or keep any copies of documents or extracts there from.
- 15.2 You will not upon termination of your employment take with you or retain any records of any kind pertaining to FXU's students, staff or any other information or any papers, charts, bulletins, reports, drawings, blueprints, or models of any kind or any copies or extract there from. Any and all such items shall be deemed at all times to belong to FXU and shall be surrendered to FXU on demand. FXU shall be entitled to withhold any salary or other sum due to you until such time as any such demand is met to its satisfaction.
- 15.3 Nothing contained in this clause shall limit, in any way, any legal or equitable rights which FXU would have in the absence of this clause concerning the matters referred to in these paraDraphs.
- 15.4 This clause 15 shall not apply to:
- (a) any use or disclosure authorised by FXU or required by law;
  - (b) any information which is already in, or comes into, the public domain other than through your unauthorised disclosure; or
  - (c) any protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

**16. OTHER EMPLOYMENT**

During your employment with FXU you will not engage in any business activity or act as a partner, trustee or director outside your work with FXU without the written permission of the FXU Board.

**17. COLLECTIVE AGREEMENTS**

There are no collective agreements governing your terms and conditions of employment.

**18. WORKING TIME REGULATIONS 1998**

Pursuant to the above regulations you agree to work in excess of 48 hours per week. You also agree to give 3 months' notice in the event of your wanting to restrict your hours to 48 hours per week.

**19. DATA PROTECTION**

- 19.1 FXU holds and uses the data comprised in your personnel file to enforce its rights and meet its obligations as an employer.
- 19.2 FXU may monitor and record all uses you make of FXU's telecommunications systems (including telephone calls and e-mails made, sent or received) during the course of your employment for the purposes permitted under (and in accordance with) the Telecommunications (Lawful



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Business Practice) (Interception of Communications) Regulations 2000. These purposes include establishing facts, ascertaining compliance with regulations and codes of practice, ascertaining standards which are or should be achieved by users of FXU's telecommunications systems, determining whether communications are relevant to FXU's business or activities and for preventing or detecting crime.

19.3 You consent to FXU processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data (as defined in the Data Protection Act 1998) relating to you, including, as appropriate:

- (a) information about your physical or mental health or condition in order to monitor sick leave and take decisions as to your fitness for work;
- (b) your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- (c) information relating to any criminal proceedings in which you have been involved for insurance purposes and in order to comply with legal requirements and obligations to third parties;

19.4 Your signature of this contract shows your consent to the holding and use of such data by FXU and the monitoring and (where permitted by the Regulations) recording of such uses of FXU's telecommunications systems.

**20. AMENDMENTS**

20.1 We reserve the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

**21. THIRD PARTY RIGHTS**

No person other than you and FXU may enforce any terms of this agreement.

I have read and accepted all the foregoing terms, and accept that these terms are reasonable as FXU works in a market in which confidentiality is of the utmost importance and in which employees are made aware of a high level of confidential information concerning FXU's business and its relations with its suppliers and the needs of its customers, which it needs to protect.

SIGNED: ..... DATE: .....

NAME (Print) ..... ROLE .....

(Falmouth & Exeter Students' Union)

SIGNED: ..... DATE: .....

NAME (Print) .....

FXU Elected Officer

## Bye Law 9: Committees and Forums

### 1. General

Committees of the Union are the FXU Board of Trustees and the FXU Student Council as set out in these bye-laws and the FXU Constitution. In addition to these bodies, the Union will have Committees and Forums as set out in this bye-law.

### 2. Committees and Forums of the Union

2.1 FXU Forums are groups that are usually larger in size than Committees and exist for student input, discussion and recommendation.

2.2 FXU Committees are recommended to have a maximum number of 12 members and exist to organise, act on and take responsibility for their area of work.

2.3 The Union shall have two types of Committees: Standing Committees and Working Committees, as described in paragraphs 3 & 4 (respectively) below.

2.4 In accordance with Clauses 66-69 of the FXU Constitution, the following Standing Committees shall exist:

- a) Executive Committee
- b) Appointments Committee
- c) Senior Management Team
- d) Elections & Democracy Committee
- e) Disciplinary & Appeals Committee
- f) Membership and Affiliation Committee

2.5 The following Working Committees shall also be established:

- a) RAD Committee
- b) Environment & Ethics Committee
- c) Equality and Diversity Committee
- d) Events and Marketing Committee
- e) Sports and Societies Committee

2.6 Other Standing Committees and Working Committees can be established in accordance with paragraphs 3 and 4 below.

2.7 Standing Committees, Working Committees and Forums can be disbanded by the FXU Board of Trustees and FXU Student Council.

2.8 Committees and Forums will require Terms of Reference to be approved by both the FXU Board of Trustees and the FXU Student Council. Any amendments to Terms of Reference must be approved by both the FXU Board of Trustees and FXU Student Council. The terms of reference must detail:

- a) Remit of the committee/forum
- b) Membership of the committee/forum
- c) Attendees (where appropriate)
- d) Meetings
- e) Chair & Minute-taking
- f) Reporting

2.9 Membership and Roles

2.9.1 Committees and Forums shall have a Chair.

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- 2.9.2 A Secretary role shall also exist as a position or be designated to a relevant other such as an FXU staff member.
- 2.9.3 Other committee positions can be appointed if seen as relevant to the committee.
- 2.9.4 Appointment to committee positions will be by virtue of office / position held / election by cross campus ballot and will be set out in the Terms of References and/or recorded in the meeting minutes.
- 2.9.5 Committees and Forums shall have at least two member positions open for election of any FXU members where appropriate
- 2.9.6 A maximum of 12 members is recommended for all FXU Committees
- 2.9.7 Committee/Forum positions to be elected by cross-campus ballot shall be included in the FXU elections unless otherwise stated.
- 2.9.8 Quorum – the quorum for FXU Committee/Forum meetings shall be 50% +1.
- 2.9.9 Voting – all decisions taken by FXU committees/forums shall be by simple majority vote.
- 2.9.10 Reporting – Committees shall report regularly to the FXU Student Council and FXU Trustee Board. Reports should include, at least, any financial accounts, membership, activities and student participation.
- 2.10 Attendance & Conduct
  - 2.10.1 All members and attendees of FXU Committees/Forums will be expected to conduct themselves appropriately and with respect for others, at all times.
  - 2.10.2 FXU committee/forum members will be expected to attend all meetings. Where this is not possible, apologies should be made in advance via the Secretary. Absence from three consecutive meetings may result in loss of membership of the Committee/Forum at the discretion of the Chair.
  - 2.10.3 Inappropriate and/or unacceptable conduct by any member of a committee will be brought to the attention of FXU Student Council/FXU Board of Trustees where continued membership of the Committee/Forum and FXU, will be considered [in accordance with clause 13.4 of the FXU constitution].
- 2.11 All FXU Committees and Forums must commit to the FXU Equality Statement of Intent. Committee members will be offered to complete an anonymous FXU Equalities monitoring form. All completed forms shall be submitted to the FXU Student Voice Director for monitoring purposes.
- 2.12 All FXU Committees and Forums must adhere to FXU Health and Safety Regulations and complete risk assessments where necessary.

### **3. Standing Committees**

- 3.1 Only the FXU Board of Trustees and FXU Student Council can set up Standing Committees through drafting Terms of Reference and gaining approval from both the FXU Board of Trustees and FXU Student Council.
- 3.2 Meetings shall be set per committee.

### **4. Working Committees and Forums**

- 4.1 Setting up a Working Committee and Forum
  - 4.1.1 The FXU Board of Trustees and FXU Student Council can set up Working Committees and Forums.

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- 4.1.2 Members of the Union can request the FXU Student Council and FXU Board of Trustees to set up a Working Committee/Forum by drafting Terms of Reference and submitting them to the FXU Student Council and FXU Board of Trustees for approval.

### 4.2 Meetings

- 4.2.1 It is recommended that each committee holds at least two meetings per term.
- 4.2.2 It is recommended that each forum holds at least one meeting per term.
- 4.2.3 Committee/Forum members should attend the FXU Annual General Meeting (AGM) and other important FXU meetings as appropriate.

### 4.3 Resignation of a committee/forum member

- 4.3.1 If a committee/forum member wishes to resign before their term of office is due to end, they must resign in writing to the committee/forum where appropriate.
- 4.3.2 It is at the discretion of the committee/forum to fill any vacant positions prior to the committee/forum's next annual election.

## Bye-Law 10: Complaints & Appeals

### 1. General Information

- 1.1. This complaints procedure is applicable only to the Falmouth and Exeter Students' Union.
- 1.2. Complaints cannot be anonymous.
- 1.3. If a third party is named as part of any complaint, the Union must notify them as to their inclusion.
- 1.4. Confidentiality will be maintained by the person dealing with the complaint and the complainant will not be discriminated against or suffer recriminations as a result of making a complaint, although the Union reserves the right to take action as necessary against anyone who makes a complaint which is subsequently found to be malicious or vexatious.
- 1.5. All complaints will be dealt with under this procedure. However, where a complaint is in direct relation to a service provided by FXU and managed by staff, a President or relevant Vice-Presidents may refer the complaint to the appropriate Senior Manager who will respond appropriately.

### 2. Verbal Complaint

- 2.1. Verbal complaints will be deemed to be informal complaints
- 2.2. The following procedural points summarise this policy:
  - 2.2.1. Approaches may be made to any union officer or staff member where the complaint relates to an area or service under their responsibility.
  - 2.2.2. The person responsible for the area or issue will seek to resolve the complaint without recourse to the formal procedure
  - 2.2.3. If an unsatisfactory result is achieved as a result of the informal complaint, then the complainant should make a formal complaint as detailed below.

### 3. Formal Complaints

- 3.1. Formal complaints must be made in writing and addressed to the President.
- 3.2. If the complaint is about a President, then the letter should be addressed to the other President.
- 3.3. The letter of formal complaint should include:
  - 3.3.1. Complainant's name and contact address or telephone number
  - 3.3.2. The nature of the complaint
  - 3.3.3. Action taken by the complainant to resolve the situation
  - 3.3.4. Any action taken by the Union to resolve the situation
  - 3.3.5. Preferred course of action to resolve the complaint
- 3.4. Receipt of formal complaints must be acknowledged in writing by the Union within 5 working days.
- 3.5. Investigations into the complaint will be conducted by a President or, if the complaint is about that individual, by the other President.
- 3.6. If the complaint is in relation to any staff member of FXU then the matter will be referred to the relevant senior manager who will invoke the Staff Grievance and Disciplinary Procedures of the union.

### 4. Investigation of Complaints

- 4.1. Complaints will be aimed to be resolved within ten working days of receipt of the written complaint.
- 4.2. The complainant must be notified of any undue delay in resolving the complaint as soon as possible, within five days after the delay becomes apparent.
- 4.3. The complainant will be notified of the result of the complaint in writing as soon as possible after the conclusion of the investigation.

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- 4.4. If the complaint is upheld, the following courses of action are available:
- 4.4.1. If the complaint is against the Union the investigating officer will advise the complainant in writing of the course of action to be taken to rectify the complaint
  - 4.4.2. If the complaint is about a Trustee, then it will be dealt with according to the relevant schedules and the Constitution.
  - 4.4.3. If the complaint is about a member of staff, then it will be referred to the appropriate senior manager who will take the appropriate action.
  - 4.4.4. If the complaint is against any member of the union other than a staff member or trustee then it will be dealt with by the Board of Trustees using the Members Disciplinary Procedure

### **5. Disciplinary Procedure**

- 5.1. Clubs, societies and members of the union shall be expected to abide by this constitution and its Bye-Laws at all times.
- 5.2. The union has authority over any premises managed by the union, any union activities, including the activities of any union club or society, or any misconduct which takes place outside union premises but is connected with the union and is likely to affect the reputation of the union.
- 5.3. If a student or club or society is deemed to have breached the rules of the union, and their conduct has not been able to be addressed appropriately elsewhere, their conduct shall be examined by a panel of three Union Executive Committee members known as the Members Disciplinary Committee.
- 5.4. The Members Disciplinary Committee shall be convened within seven working days of the alleged offence being reported. The student shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.
- 5.5. In cases involving the misuse of union facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, the student or club or society may be suspended from the use of particular union facilities or resources until the Members Disciplinary Committee has reached a decision.
- 5.6. No person shall sit on the Members Disciplinary or Appeals Committees if they are a witness, potential witness, the complainant or directly connected with the student or club or society being charged.
- 5.7. The person bringing the charge or his/her representative may call witnesses to give evidence as appropriate. They may ask questions of the witnesses. The student or his/her representative may also ask questions of the witnesses.
- 5.8. The student or his/her representative may call their own witnesses to give evidence and present any relevant documents to the panel. They may ask questions of the witnesses. The person bringing the charge or his/her representative may also ask questions of the witnesses.
- 5.9. The Committee may ask questions of any witnesses, the person bringing the charge or their representative, the student or club or society or their representative.
- 5.10. The Members Disciplinary Committee shall then deliberate on the matter and decide on the appropriate action to be taken. The Committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any punishment. The ultimate sanction shall be the suspension of union membership for a period of time.
- 5.11. The Members Disciplinary Committee may refer any matter to a University Disciplinary Committee, or any other appropriate body as it sees necessary.

### **6. Appeals Procedure**

- 6.1. The Members Disciplinary Committee must inform the person of their right of appeal and that

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- any appeal should be made in writing to the Student Voice Chair within seven days.
- 6.2. Where the Student Voice Chair believes that there are grounds for an appeal, they will convene a Members Appeals Committee. This Committee will be made up of any three Union Executive Committee members who have not been involved in the original panel. Where this is not possible, due to conflict of interest or other reason, any vacant place on the Members Appeals Committee will be filled by a member of the Student Council, as appointed by the Chair. The student shall be notified in writing at least seven days in advance of the meeting.
  - 6.3. The appeals committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary meeting. The matter shall be put to the vote and the decision shall be final.
  - 6.4. The hearing shall normally take place in private. However the subjects of any charge may request that the hearing is held in public. A record shall be kept for use in any appeal. The decision of the disciplinary or appeals committee will be posted on a union notice board if requested by the subject of any charge. If the student is still not happy, then they may refer their final appeal to Falmouth University, Academic Registrar or the University of Exeter, Head of Academic Support whose decision will be final.
  - 6.5. Should the result of the investigation not be satisfactory to the complainant then they may write to the Board of Trustees, who will identify a suitable person, who has not been involved with the complaint, to investigate further.
  - 6.6. Falmouth University or the University of Exeter may be involved at the request of a President, their nominated deputy or the complainant, if it is clear that, within the arena of Union procedures and their application, a satisfactory solution cannot be reached.

### Grievance Procedure

1. Any student who feels aggrieved and considers making a representation is required to discuss the matter informally in the first instance with a member of the elected Officer team or a senior member of FXU.
2. Where informal resolution is not possible, a student should submit to the CEO, or if the grievance is about the CEO to a President, a formal letter outlining the grievance. This must be submitted in writing within 10 days of the incident leading to the grievance.
3. The CEO or President will acknowledge in writing receipt of the letter and determine whether a prima facie case has been established for proceeding with the representation.
4. The student will be notified in writing by the CEO or President of the decision to proceed/not to proceed with the representation. If it is decided not to proceed with the representation, the CEO or President shall inform the student of the decision, giving reasons, as soon as is practicable.
5. The CEO or President will notify the member(s) of staff concerned (i.e. the respondent(s)) that a representation has been received. This notification will include a copy of the representation together with a copy of this procedure and an invitation to the respondent(s), in conjunction with other relevant parties/witnesses as the respondent(s) sees fit, to respond formally to the representation within twenty-one days of notification. No further written evidence will be accepted from any party unless specifically requested by the CEO or President.
6. On receipt of the response from the respondent(s), the CEO or President will review their decision to proceed with the representation. If it is decided not to proceed with the representation, the CEO or President shall inform the student of the decision, giving reasons, as soon as is practicable.
7. Where it is decided to continue with the representation, the Chair shall establish a Grievance Panel.
  - 7.1. The Grievance Panel shall consider the representation and in so doing shall:
    - 7.1.1. accord equal procedural treatment to the student and the member(s) of staff concerned;

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- 7.1.2. seek further clarification of the written evidence from whomever it feels appropriate;
    - 7.1.3. Ensure that copies of all documentation pertaining to the representation are received by all parties no later than ten days before the meeting of the Panel. No further communications of any sort will be accepted for consideration by the Panel after this time;
    - 7.1.4. Interview the student and member(s) of staff concerned. At any such interview the student and staff member(s) may be accompanied by a friend, who must normally be a member of FXU.
  - 7.2. The sole purpose of an interview shall be to investigate the grounds of the representation by the student; the interview shall not in any way constitute or be seen to constitute a disciplinary hearing against the member(s) of staff concerned.
  - 7.3. Panel Membership
    - 7.3.1. Individuals nominated to serve as members of a Grievance Panel will be asked at the time of nomination to declare any interest in or connection with the appellant or the respondent(s) which is likely to prejudice the hearing. As far as is practicable, the appointment of Panel members shall be made with regard for an appropriate balance of ethnicity and sex.
    - 7.3.2. The panel membership will normally comprise an elected Officer, who will act as Chair, an independent trustee and a member of student council.
    - 7.3.3. The quorum in each case shall be three. In the event of the unforeseen unavailability of a Panel member, the CEO or President may appoint a replacement.
  - 7.4. The Grievance Panel shall normally be serviced by a senior member of staff from FXU, through whom all documentation will be passed. There shall be no communication, either written or oral, between the Grievance Panel and either the student or the member or members of staff concerned. Communication, either written or oral, by any party directly with members of the Grievance Panel will not be admitted as part of the case documentation.
8. Conduct of Hearings
  - 8.1. Hearings will normally be held in private. A hearing may be held in public at the request of the student/complainant provided that any member or members of FXU staff specifically complained about by the student agree. In the event of any member of staff specifically involved in the complaint not agreeing to the student's/complainant's request, a decision whether to hold the hearing in public shall be made by the Chair of the Grievance Panel whose decision shall be final. The limit on the number of members of the public in attendance at any hearing will be determined either by the natural capacity of the room in which the hearing is held and/or by the Chair of the Panel. Members of the public may observe proceedings but have no rights of participation/involvement. Recordings of the proceedings by members of the public will not be permitted.
  - 8.2. A single tape recording will normally be made by FXU of each hearing for the purpose of providing a factual record in the event of the hearing going to appeal. The recording will be destroyed following the final resolution of each case.
  - 8.3. Both the student and member(s) of staff concerned shall be entitled to be present throughout a hearing except when the Panel deliberates on its decision. Only in exceptional circumstances, and with the agreement of all parties, may individuals be heard separately. Each party will be entitled to be accompanied during the Panel hearing by 'a friend', whose role is as follows: to provide moral support during an interview or hearing; and to ensure that the interview or hearing is conducted in a fair and appropriate manner, in accordance with the relevant



procedures under which the representation is being considered. The friend must normally be a member of FXU and may address the interview panel or hearing only when invited to do so by the Chair of the Panel.

9. The Decision

- 9.1. The Grievance Panel shall convey to the CEO or President the outcome of the representation, giving detailed reasons for the decision and what compensating action, if any, should be taken in respect of the student.
- 9.2. The CEO or President shall write to the student and the respondent(s) conveying the decision, giving the reasons for it and indicating what compensating action, if any, will be taken.
- 9.3. Subject to the rights of appeal, all decisions made in accordance with these procedures shall be binding on all parties.

10. Appeals

- 10.1. Notice of intention to appeal by either the student or member(s) of staff against the decision of the Grievance Panel shall be made in writing to the CEO or President within twenty-one days of the date of the notification of the decision in respect of which an appeal is made. Such notice shall include all documentation pertaining to the grounds on which the appeal is being made. No further communications of any sort will be accepted for consideration under an appeal after this time.
- 10.2. An appeal should normally be made only on one or more of the following grounds:
  - 10.2.1. that the representation was not conducted according to the above procedures;
  - 10.2.2. that new evidence has become available which was not, and which could not reasonably have been, made available to the Grievance Panel;
  - 10.2.3. That the compensating action agreed by the Grievance Panel was either excessive or inadequate in relation to the grievance.
- 10.3. As soon as is practicable after receipt of such notification the CEO or President shall present the documentation relevant to the appeal to the Chair of the Grievance Appeals Panel who shall decide on the evidence available whether or not the appeal should be proceeded with in accordance with the grounds set out above.
- 10.4. If it is decided not to proceed with the appeal, the CEO or President shall inform the appellant of the decision of the Chair of the Grievance Appeals Panel, giving reasons.
- 10.5. Where it is decided that the appeal shall be proceeded with, the CEO or President shall inform all parties of the decision of the Chair of the Grievance Appeals Panel and will make the necessary arrangements for an appeal panel to review the case as early as possible, and in any case normally within three calendar months of receipt of the notification of intention to appeal.
- 10.6. Membership of a Grievance Appeals Panel will be drawn from an independent panel approved by Council on an annual basis. As far as is practicable, the appointment of Panel members shall be made with regard for an appropriate balance of ethnicity and sex.
- 10.7. The constitution of a Grievance Appeals Panel shall be as follows:
  - 10.7.1. a Chair of the Grievance Appeals Panel, who shall be a Trustee of FXU
  - 10.7.2. two students, not being members of the Student Council or staff, to be appointed by the Chair, as and when the Grievance Appeals Panel needs to be established, from among a panel of nominees approved by Student Council;
- 10.8. The quorum for a Grievance Appeals Panel shall be three including the Chair. In the event of the unforeseen unavailability of a Panel member, the CEO or President may appoint a replacement.

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- 10.9. The Secretary of a Grievance Appeals Panel shall normally be appointed from FXU. He or she shall not have acted as secretary to the Grievance Panel.
- 10.10. A Grievance Appeals Panel shall review all of the evidence before it; seek further clarification of the written evidence from whomever it feels appropriate; and shall have power to reverse or modify the decision appealed from in any way that it thinks fit. Only exceptionally, and on its own initiative, shall a Grievance Appeals Panel interview the student and member(s) of staff concerned. On such occasions the procedure for conducting a panel interview will be as set out above.
- 10.11. The decision of a Grievance Appeals Panel shall be reached by a majority vote of the members of the Panel, and shall be announced as the decision of the Panel.
- 10.12. The votes of individual Panel members shall always be treated as confidential and there shall be no disclosure either of such votes or of information showing whether the decision was reached by a unanimous or a majority vote.
- 10.13. The Panel may adjourn for a period not exceeding seven days for the purpose of deciding upon the appropriate action to be taken upon the appeal.
- 10.14. The Grievance Appeals Panel shall notify the CEO or President in writing of the outcome of the appeal. The CEO or President will in turn notify all parties of the decision of the Grievance Appeals Panel and issue a Completion of Procedures letter to the appellant. A report on its proceedings shall also be submitted to the next appropriate meeting of the FXU Board of Trustees and Student Council.
- 10.15. A decision of the Grievance Appeals Panel shall be final.
- 10.16. Compensating action agreed in the light of the initial representation shall not normally be implemented until the outcome of the appeal is known.

## **Bye-Law 11: Duties of Part-time Officers**

### **Bye-Law 11: Part Time Officers**

#### **1. Part Time Officers**

- a. The Part Time Officers are elected representatives of the student body in their respective roles to liaise with the full time officers and other FXU staff.
- b. The Part Time Officers titles will be Student Voice Chair, Community Officer, Undergraduate Education Officer Exeter, Undergraduate Education Officer Falmouth, Environment and Ethics Officer, International Officer, Liberation Chair, Postgraduate Officer Exeter, Postgraduate Officer Falmouth, RAD President, Societies Officer, Sports Officer, Volunteering Officer, and Widening Student Participation Officer.
- c. The Part Time Officers shall be elected by cross campus ballot in the Autumn Term of each academic year.
- d. Any student registered at Falmouth University or the University of Exeter Cornwall Campuses may nominate themselves for the role of a Part Time Officer.

#### **2. Officer Roles**

- a. Each Part Time Officer has a specific role that is outlined in the job description of the role.
- b. All Part Time Officers are expected to show willing to get involved in FXU activities extra to their specific job description.
- c. All Part Time Officers (including the Student Voice Chair) shall be accountable to the students via the Student Council.

#### **3. Voluntary Employment**

- a. The Part Time Officers' term of voluntary employment will run for 12 months from the date of election.
- b. A Part time Officer may run for a second term in office but must not represent FXU in any way while campaigning.
- c. The Part Time Officers' will receive reimbursement of reasonable expenses incurred while conducting FXU business.

#### **4. Job Descriptions**

- a. All job descriptions are subject to change by the FXU Board of Trustees.
- b. The mentor for each position is subject to change from year to year.

<b>STATUS:</b>	Elected FXU Student Voice Chair
<b>JOB TITLE:</b>	Student Voice Chair Officer
<b>ELECTED:</b>	By appointment of the elections & democracy committee
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections
<b>ACCOUNTABLE TO:</b>	The Student body via FXU Student Council
<b>MEMBER OF / ATTENDS:</b>	FXU Student Council FXU Elections & Democracy Committee (at least fortnightly 8 weeks prior to an FXU election, monthly at all other times) FXU General Meetings (at least once a term) Other groups or meetings as appropriate
<b>HOURS:</b>	As the role requires
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

**ROLE SUMMARY:**

- To chair FXU Student Council meetings, the FXU Annual General Meeting (AGM), other Union General Meetings (UGM) and other meetings such as a debate for an FXU Referendum;
- To ensure the above meetings are organised and conducted in an appropriate manner according to FXU procedures and legal obligations.

**RESPONSIBILITIES:**

1. To attend and chair all meetings as required and noted above;
2. To follow the Terms of Reference for the FXU Student Council, with particular importance given to holding elected FXU Officers to account;
3. To ensure the FXU Student Council operates in accordance with the FXU Constitution and bye-laws;
4. To keep up to date with various student representation systems in place across FXU, Exeter, Falmouth, Falmouth Exeter Plus and externally;
5. To work with FXU staff in ensuring all FXU Student Council positions are filled as far as possible;
6. To ensure the Student Council reports to the FXU AGM and other meetings as appropriate;
7. To liaise with FXU staff in organising FXU Student Council meetings, the FXU AGM, FXU UGMs and other FXU meetings.

**GENERAL DUTIES:**

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council, Referenda and General Meetings;
4. To report to the FXU Student Council on any duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

**KEY LINKS**

Student Voice Director  
President Falmouth  
President Exeter

## Falmouth & Exeter Students' Union Bye-Laws

Vice-President Participation  
President Community & Welfare  
Chief Executive Officer

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Community Officer
<b>ELECTED:</b>	By secret ballot of all Exeter Penryn Campus and Falmouth students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections <i>(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)</i>
<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month) FXU Student Council (twice a term) FXU Annual & Union General meetings (once a term) Other groups or meetings as appropriate and mandated
<b>HOURS:</b>	As the role requires and can be flexible dependent on studies
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### ROLE SUMMARY:

- To represent and campaign on students' interests with particular regard to students living in the local community;
- To work closely with FXU President Community & Welfare;
- To build links between students and other members of the local community;

### RESPONSIBILITIES:

1. To attend all meetings as required (and noted above);
2. To represent students in local community meetings, residents groups and on councils, where appropriate;
3. To tend to the needs of the student community in the local area;
4. To work with FXU colleagues regarding crime and safety issues concerning students in the local community;
5. To work towards extending the rights of students in the local and wider community;
6. To facilitate debate and pro-action on issues affecting students in the local community;
7. To maintain good links between FXU and students living in private accommodation;
8. To work towards bringing together students based at different university campuses;
9. To input into the planning and delivery of the Freshers' programme, particularly regarding students in the local community;
10. To submit proposals for relevant activities together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
11. To manage and report on any budgets received in line with FXU procedures;
12. To regularly provide a written report on activities to the FXU Student Council.

### GENERAL DUTIES:

1. To effectively communicate information and plans with relevant members of the FXU team;

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2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Community & Welfare (mentor)

President Student Experience

Volunteering & RAD Manager

Student Voice Director

Volunteering Officer

RAD President

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Undergraduate Education Officer (Exeter)
<b>ELECTED:</b>	By secret ballot of all Exeter Penryn Campus students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections <i>(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)</i>
<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month) FXU Student Council (twice a term) FXU Annual & Union General meetings (once a term) Cornwall Subject Chair Working Group (once a month) Student Staff Liaison Committees (where appropriate) Other groups or meetings as appropriate and mandated
<b>HOURS:</b>	As the role requires
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### ROLE SUMMARY:

- To represent and campaign on the student learning experience within University of Exeter Cornwall Campuses;
- To work closely with the FXU President Exeter, Undergraduate Education Officer (Falmouth) and Student Voice Director to strengthen academic representation within FXU.

### RESPONSIBILITIES:

1. To attend all meetings as required and noted above;
2. To attend other relevant meetings and make contact with appropriate colleagues within Exeter University and Falmouth Exeter Plus as well as external organisations where appropriate;

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3. To liaise with course reps and subject chairs/college chairs across the University of Exeter Cornwall Campuses;
4. To attend Student Staff Liaison Committees (SSLCs) wherever possible, to act as a key link between FXU and Exeter University;
5. To report to the Subject Chair Working Group with issues that are raised at SSLC meetings, with evidence from students and updates to report to the meeting.
6. To work closely with FXU Exeter President and Community Officer to support the Grand Challenges scheme;
7. To work with FXU colleagues in developing relations with the Students' Guild and student reps based at other Exeter campuses;
8. To work with FXU colleagues to deliver on agreed FXU priorities regarding education and academic representation;
9. To consult with students on academic issues such as teaching quality, feedback, teaching and learning developments, timetabling, placements;
10. To campaign and involve students in improving the student learning experience;
11. To raise awareness of academic representation and promote the academic rep elections for both student reps and subject chairs/college chairs in Penryn;
12. To promote and take part in the FXU Awards for Student Reps and the FXU/Students' Guild Teaching Awards;
13. To submit proposals for relevant activity together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
14. To manage and report on any budgets received in line with FXU procedures;
15. To liaise with, support and be involved with relevant FXU societies;
16. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevant to students where appropriate;
17. To input into the planning and delivery of the Freshers' programme particularly regarding education activities and issues;
18. To regularly provide a written report on activities to the FXU Student Council.

### GENERAL DUTIES:

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Exeter (mentor)  
Undergraduate Education Officer (Falmouth)  
Student Voice Director

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Undergraduate Education Officer (Falmouth)
<b>ELECTED:</b>	By secret ballot of all Falmouth students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections

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*(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)*

<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month) FXU Student Council (twice a term) FXU Annual & Union General meetings (once a term) Student Staff Liaison Groups (where appropriate) Other groups or meetings as appropriate and mandated
<b>HOURS:</b>	As the role requires
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### **ROLE SUMMARY:**

- To represent and campaign on the student learning experience within Falmouth University;
- To work closely with the FXU President Falmouth, Undergraduate Education Officer (Exeter) and Student Voice Director to strengthen academic representation within FXU.

### **RESPONSIBILITIES:**

1. To attend all meetings as required and noted above;
2. To attend other relevant meetings and make contact with appropriate colleagues within Falmouth and Falmouth Exeter Plus as well as external organisations where appropriate;
3. To liaise with course reps across Falmouth University;
4. To work with FXU colleagues to deliver on agreed FXU priorities regarding education and academic representation;
5. To consult with students on academic issues such as teaching quality, feedback, teaching and learning developments, timetabling, placements;
6. To campaign and involve students in improving the student learning experience;
7. To raise awareness of academic representation and promote the academic rep elections;
8. To report to the FXU President Falmouth with issues raised at SSLG meetings (and from elsewhere appropriate), with evidence from students and updates;
9. To promote and take part in the FXU Awards for Student Reps and Teaching;
10. To submit proposals for relevant activity together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
11. To manage and report on any budgets received in line with FXU procedures;
12. To liaise with, support and be involved with relevant FXU societies;
13. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevant to students where appropriate;
14. To input into the planning and delivery of the Freshers' programme, particularly regarding education activities and issues;
15. To regularly provide a written report on activities to the FXU Student Council.

### **GENERAL DUTIES:**

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;



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4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Falmouth (mentor)  
Undergraduate Education Officer (Exeter)  
Student Voice Director

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Environment and Ethics Officer
<b>ELECTED:</b>	By secret ballot of all registered Exeter Cornwall Campuses and Falmouth students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections <i>(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)</i>
<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month) FXU Student Council (twice a term) FXU Environment & Ethics Committee (twice a term) FXU Annual & Union General Meetings (once a term) Other groups or meetings as appropriate and mandated
<b>HOURS:</b>	As the role requires
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### ROLE SUMMARY:

- To represent and campaign on students' interests with particular regard to environmental and ethical issues;
- To work closely with the FXU President Student Experience and FXU Administrator to help to ensure that all FXU operations are as environmentally and ethically sound as possible.

### RESPONSIBILITIES:

1. To attend all meetings as required and noted above;
2. To chair the FXU Environment & Ethics Committee;
3. To attend other relevant meetings and make contact with appropriate colleagues within Exeter, Falmouth and Falmouth Exeter Plus as well as external agencies (e.g. Amnesty groups);
4. To work with FXU Managers to ensure that FXU reflects good environmental and ethical practice;
5. To promote, provide advice and support to students regarding environmental and ethical good practice;
6. To work closely with the FX Plus Environment & Sustainability Intern to roll out the Green Living Project;
7. To develop and deliver environmental and ethical policy and practices as agreed for FXU;
8. To contribute to the FXU awareness-raising activities regarding the environment and ethics;
9. To submit proposals for relevant activity together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;

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10. To manage and report on any budgets received in line with FXU procedures;
11. To liaise with, support and be involved with relevant FXU societies;
12. To ensure that a minimum of one event during the academic year is held to focus on environmental and ethical issues;
13. To plan and deliver activities regarding environmental and ethical issues;
14. To consult with students regarding environmental and ethical issues and take action to move proposals forward in FXU and its partner organisations;
15. To maintain an awareness of and encourage student involvement in NUS environmental and ethical campaigns and other regional, national and international campaigns of relevant to students;
16. To input into the planning and delivery of the Freshers' programme, particularly regarding environmental and ethical activities and issues;
17. To regularly provide a written report on activities to the FXU Student Council.

### GENERAL DUTIES:

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Student Experience(mentor)

Administrator

Environment & Sustainability Intern, FX Plus

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Widening Student Participation Officer
<b>ELECTED:</b>	By secret ballot of all Falmouth and Exeter Penryn Campus students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections <i>(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)</i>
<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month) FXU Student Council (twice a term) FXU Annual & Union General meetings (once a term) Other groups or meetings as appropriate and mandated
<b>HOURS:</b>	As the role requires
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### ROLE SUMMARY:

- To represent and campaign on students' interests with particular regard to widening student participation;

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- To represent students often under-represented or hard-to-reach and specifically part-time, international, postgraduate, distance-learning and mature students;
- To work closely with the FXU Presidents and Widening Student Participation Assistant in ensuring the universities and FXU is continuously working towards widening student participation at university;

### RESPONSIBILITIES:

1. To attend all meetings as required (and noted above);
7. To be involved in reviewing/monitoring delivery of the Access Agreements of Falmouth University and University of Exeter and ensure as many students as possible are consulted;
8. To promote widening student participation to all students;
9. To consult with students often under-represented in the students' union and specifically part-time, international, postgraduate, distance-learning and mature students;
10. To bring widening student participation issues to the Liberation Committee;
11. To liaise with FXU Societies relevant to the role;
12. To submit proposals for relevant activities together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
13. To manage and report on any budgets received in line with FXU procedures;
14. To regularly provide a written report on activities to the FXU Student Council.

### GENERAL DUTIES:

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Community and Welfare (Mentor)

President Student Experience

President Exeter

President Falmouth

Widening Student Participation Assistant

Liberation Chair

Liberation Committee

Student Voice Director

*This job description is subject to change by the FXU Board of Trustees including the potential additional responsibility of being an FXU Trustee.*

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### STATUS:

Elected FXU Executive Officer

### JOB TITLE:

RAD President

### ELECTED:

By secret ballot of all registered Exeter Cornwall Campuses and Falmouth students

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**TERM OF OFFICE:** 12 Months (approx.) from the election to the following year's elections  
*(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)*

**ACCOUNTABLE TO:** The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting

**MEMBER OF / ATTENDS:** FXU Executive Committee (once a month)  
FXU Student Council (twice a term)  
FXU RAD Committee (as required)  
FXU Annual & Union General meetings (once a term)  
Other groups or meetings as appropriate and mandated

**HOURS:** As the role requires

**REMUNERATION:** This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### **ROLE SUMMARY:**

- To represent and campaign on students' interests with particular regard to charity fundraising activities;
- To work closely with the FXU President Student Experience and Volunteering & RAD Manager to plan, organise and deliver RAD events in aid of local, national and international charities.

### **RESPONSIBILITIES:**

1. To attend all meetings as required (and noted above);
2. To be the chair of the FXU RAD Committee;
3. To support the planning, organising, promoting and delivery of a minimum of one fundraising event per term, ensuring that these are delivered within the allocated budget and all health, safety and other considerations are met. This may be in a lead or supporting capacity;
4. To involve students in the planning, organising, promotion and delivery of RAD events and activities (e.g. through the RAD Committee, recruiting volunteers to do RAD raids);
5. To input into the planning and delivery of the Freshers' programme 20XX, particularly regarding RAD activities;
6. To submit proposals for relevant activities together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
7. To manage and report on any budgets received in line with FXU procedures;
8. To help to develop FXU RAD activities;
9. To regularly provide a written report on activities to the FXU Student Council.

### **GENERAL DUTIES:**

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

**KEY LINKS**

President Student Experience(mentor)  
President Community & Welfare  
Activities Director  
Volunteering & RAD Manager  
Events Officer  
Administrator

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**STATUS:** Elected FXU Executive Officer  
**JOB TITLE:** Societies Officer  
**ELECTED:** By secret ballot of all Falmouth and Exeter Cornwall Campus students  
**TERM OF OFFICE:** 12 Months (approx.) from the election to the following year's elections  
*(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)*  
**ACCOUNTABLE TO:** The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting  
**MEMBER OF / ATTENDS:** FXU Executive Committee (once a month)  
FXU Student Council (twice a term)  
FXU Sports and Societies Committee (at least one per term)  
FXU Sports and Societies Forum (at least once per term)  
FXU Annual & Union General meetings (once a term)  
Other groups or meetings as appropriate and mandated  
**HOURS:** As the role requires  
**REMUNERATION:** This is a voluntary role, however out of pocket expenses will be paid where appropriate.

**ROLE SUMMARY:**

- To represent and campaign on students' interests with particular regard to societies matters;
- To work closely with the FXU President Student Experience and staff – particularly the FXU Activities Director and Sports & Recreation Coordinator - Societies – to develop support for societies, and related activities and facilities.

**RESPONSIBILITIES:**

1. To attend all meetings as required (and noted above);
2. To be the joint chair of the FXU Sports and Societies Forum;
3. To take an active role on the Sports and Societies Forum, which will be responsible for informing and making recommendations on key aspects and the direction of sport, society and recreation development, which will contribute to the FXU Strategy.
4. To be the joint chair of the FXU Sports and Societies Committee;
5. To consult with FXU societies, in particular Presidents and committee members, to identify their needs and problems and to address and share this information with the President Student Experience and appropriate FXU staff;
6. To assist the President Student Experience and Activities Team to conduct Society observations;
7. To promote how to, and assist students in, setting up new societies in consultation with FXU staff;
8. To consult with students about existing and proposed opportunities, facilities and ideas for future developments and feed this into planning processes.
9. To input into the planning and delivery of the Freshers' programme 20XX, particularly regarding society-related activities;

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10. To plan, organise, deliver FXU activities and support societies with one off events;
11. To submit proposals for relevant activity together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
12. To manage and report on any budgets received in line with FXU procedures;
13. To regularly provide a written report on activities to the FXU Student Council.

### GENERAL DUTIES:

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Student Experience(mentor)  
Activities Director  
Sports & Recreation Coordinator - Societies  
Events Officer  
Administrator

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Sports Officer
<b>ELECTED:</b>	By secret ballot of all Exeter Penryn Campus and Falmouth students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections <i>(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)</i>
<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month) FXU Student Council (twice a term) FXU Sports and Societies Committee (at least once per term) FXU Sports and Societies Forum (at least once per term) FXU Annual & Union General meetings (once a term) Other groups or meetings as appropriate and mandated
<b>HOURS:</b>	As the role requires
<b>REMUNERATION:</b>	This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### ROLE SUMMARY:

- To represent and campaign on students' interests with particular regard to sports matters;
- To work closely with the FXU President Student Experience and staff – particularly the FXU Activities Director and Sports & Recreation Coordinator - Sports – to develop support for sports clubs and related activities and facilities.

**RESPONSIBILITIES:**

1. To attend all meetings as required (and noted above);
2. To be the joint chair of the FXU Sports and Societies Forum;
3. To take an active role on the Sports and Societies Committee, who will be responsible for informing and making recommendations on key aspects and the direction of sport, society and recreation development, which will contribute to the FXU Strategy;
4. To be the joint chair of the FXU Sports and Societies Committee;
5. To consult with FXU clubs, in particular Captains and committee members, to identify their needs and problems and to address and share this information with the President Student Experience and appropriate FXU staff;
6. To assist the President Student Experience and Activities Team to conduct Sports Club observations;
7. To promote how to, and assist students in, setting up new clubs;
8. To consult with students about existing and proposed opportunities, facilities and ideas for future developments and feed this into planning processes;
9. To input into the planning and delivery of the freshers' programme, particularly regarding sport-related activities;
10. To plan, organise and deliver FXU activities and support clubs with one off events;
11. To submit proposals for relevant activity together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
12. To manage and report on any budgets received in line with FXU procedures;
13. To regularly provide a written report on activities to the FXU Student Council.

**GENERAL DUTIES:**

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

**KEY LINKS**

President Student Experience(mentor)

Activities Director

Sports Manager

Administrator

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<b>STATUS:</b>	Elected FXU Executive Officer
<b>JOB TITLE:</b>	Volunteering Officer
<b>ELECTED:</b>	By secret ballot of all Exeter Penryn Campus and Falmouth students
<b>TERM OF OFFICE:</b>	12 Months (approx.) from the election to the following year's elections <i>(If Officer leaves university before term of office has completed, the Officer will simply stand down from post. This would apply to students due to graduate in the Summer after their election)</i>
<b>ACCOUNTABLE TO:</b>	The Student Body via FXU Board of Trustees, Student Council & Annual General Meeting
<b>MEMBER OF / ATTENDS:</b>	FXU Executive Committee (once a month)

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FXU Student Council (twice a term)  
FXU Annual & Union General meetings (once a term)  
Other groups or meetings as appropriate and mandated

**HOURS:** As the role requires  
**REMUNERATION:** This is a voluntary role, however out of pocket expenses will be paid where appropriate.

### ROLE SUMMARY:

- To represent and campaign on student volunteering;
- To work closely with FXU President Student Experience and staff – particularly the Activities Director and Volunteering & RAD Manager – in planning, organising and delivering FXU's volunteering events and activities.

### RESPONSIBILITIES:

1. To attend all meetings as required and noted above;
2. To source new and exciting volunteering opportunities for students (working with FXU staff);
3. To maintain an awareness of and encourage student involvement with NUS student volunteering and other regional, national and international bodies of relevance to student volunteering;
4. To develop positive relationships between the student and local community groups;
5. To promote FXU volunteering (e.g. Community Action, volunteering scheme) to students and encourage their involvement, using a variety of communication methods including social media in line with FXU communication protocols;
6. To input into promoting and developing FXU volunteering and related events e.g. FXU Volunteering Fayre;
7. To submit proposals for relevant activity together with detailed budgets where appropriate to the FXU Executive Committee to enhance this area of FXU's work;
8. To manage and report on any budgets received in line with FXU procedures;
9. To input into the planning and delivery of the Freshers' programme 20XX, particularly regarding FXU volunteering activities;
10. To regularly provide a written report on activities to the FXU Student Council.

### GENERAL DUTIES:

1. To effectively communicate information and plans with relevant members of the FXU team;
2. Ensure that FXU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
3. Carry out duties within the scope of the role as set out in the FXU Constitution & Bye-laws or as mandated by the FXU Board of Trustees, Student Council; Referenda and General meetings;
4. To report to the FXU Student Council on duties undertaken;
5. To promote FXU and student involvement in line with FXU branding and marketing guidelines;
6. To deliver a handover for your successor;
7. To undertake training as required to fulfil your role;
8. To conduct yourself appropriately as a public representative of students and FXU.

### KEY LINKS

President Student Experience (mentor)  
Activities Director  
Volunteering & RAD Manager  
Administrator  
Community Officer



## Bye Law 12: Executive Committee

This terms of reference is to be followed in conjunction with the FXU constitution and bye-laws with specific reference to Bye-law 9: Committees. This committee is an FXU Standing Committee.

### 1. Remit

1.1 The remit of the FXU Executive Committee is

- a) to be responsible for the representational and campaigning work of FXU
- b) to implement FXU Policy (unless any duties have been delegated to another committee by the Trustees).

### 2. Membership

2.1 The FXU Executive Committee shall include the Officer Trustees (i.e. the FXU Presidents) and the FXU Executive Officers by virtue of their election, as follows:

- a) FXU President Falmouth
- b) FXU President Exeter
- c) FXU President Welfare & Community
- d) FXU President Student Experience
- e) FXU Environment & Ethics Officer
- f) FXU Liberation Chair
- g) FXU RAD Officer/President
- h) FXU Sports Officer
- i) FXU Societies Officer
- j) FXU Volunteering Officer
- k) FXU Undergraduate Education Officer (Exeter)
- l) FXU Undergraduate Education Officer (Falmouth)
- m) FXU Postgraduate Education Officer (Exeter)
- n) FXU Postgraduate Education Officer (Falmouth)
- o) International Officer

2.2 Co-opting members

The FXU Executive Committee may co-opt an FXU member to any unfilled FXU Executive Officer positions to undertake particular tasks and duties of the role; however, co-opted members are not eligible to fulfil representative or trustee duties.

### 3. Meetings

3.1 Meetings shall be held at least twice a term.

### 4. Attendees

The FXU Chief Executive Officer and Union's Senior Management Team members may attend meetings of the Executive Committee at the request of the FXU Executive Committee.

### 5. Voting & Decision Making

Decisions shall be made using a democratic voting system of all eligible members.

14.1 Quorum: the quorum shall be 50%+1 of all members eligible to vote.

### 6. Budget

## Falmouth & Exeter Students' Union Bye-Laws

The FXU Executive Committee will have an allocated budget each year. Committee members will be required to submit individual proposals to be allocated funding. The proposal must:

- a) directly relate to the remit of the Executive Committee;
- b) directly relate to the duties of the Executive Committee member submitting the proposal (see Duties of Part-time Officers Bye-Law);
- c) directly relate to the duties of the Committee/members of the Committee represented by an Executive
- d) be submitted to the FXU Executive Committee;
- e) be submitted to the FXU Director of Student Voice.

6.1 Funding for over £50 will only be allocated if both the FXU Executive Committee by a simple majority

vote and FXU Director of Student Voice approves the proposal.

6.2 Budgetary decisions for over £50 may also be agreed by email vote.

6.3 Budget requests for £50 or less may be granted without a vote on direct application to the FXU Director of Student Voice (although the application must be provided at the next Executive Committee meeting).

### 7. Chair & Minute-taking

5.1 The Chair of each meeting shall be one of the FXU Presidents on rotation as decided at each previous meeting.

5.2 The upcoming Chair shall call for agenda items amongst the committee and agree an agenda for each meeting.

5.3 The Secretary shall be the FXU Research & Engagement Co-ordinator or other FXU staff member who shall minute-take each meeting.

5.4 The Secretary shall circulate the agenda in advance of the meeting.

5.5 The Secretary shall take action minutes of the meeting, which shall then be circulated to committee members and made available to FXU members within 14 days following the meeting.

5.6 The Secretary can provide advice and support where appropriate.

### 8. Reporting

The FXU Executive Committee shall report to the FXU Student Council and to the FXU Trustee Board. Reports shall include:

- a) Names and contact details of committee members – yearly.
- b) Details of planned research, initiatives, campaigns, progress, events and activities etc as relevant throughout the academic year.
- c) Annual report on financial accounts, student participation and FXU Executive Committee evaluation.

## Bye Law 13: Liberation Committee

This Bye Law is to be followed in conjunction with the FXU constitution and other Bye-laws with specific reference to Bye-law 9: Committees. This committee is an FXU Standing Committee.

### 9. Remit

9.1 The remit of the FXU Liberation Committee is

- a) to work towards the equality of all students on campus, including gender equality, racial equality etc.
- b) to be responsible for liberation campaigns and representation of liberation groups within FXU
- c) to vote on Policy relating to the liberation of marginalised groups as proposed by the Make a Change Tab
- d) to implement FXU Policy relating to the Liberation of marginalised groups

### 10. Membership

10.1 The FXU Liberation Committee shall include an Officer Trustee, the Liberation Officers, and relevant FXU Executive Officers by virtue of their election, as follows:

- a) FXU President Community and Welfare
- b) FXU Liberation Chair (Executive Officer)
- c) BME (Black, Minority and Ethnic) Officer
- d) Disabled Student's Officer
- e) LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer and Undefined) Officer
- f) Women's Officer
- g) Open Liberation Officer
- h) FXU International Officer (Executive Officer)
- i) FXU Community Officer (Executive Officer)
- j) FXU Widening Participation Officer (Executive Officer)

Attendees:

- a) Research and Engagement Coordinator or relevant FXU Staff member

10.2 Co-opting members

The FXU Executive Committee may co-opt an FXU member to any unfilled FXU Liberation Officer positions to undertake particular tasks and duties of the role; however, co-opted members are not eligible to fulfil representative or trustee duties.

1.1 The term of office for individual members of the FXU Elections and Democracy Committee shall be for a maximum of 12 months\*, starting from the date of appointment and until all (if any) complaints have been dealt with and a final report to FXU Student Council has been submitted. *\*except in the case of an elected officer in office for a second term in which case they shall be on this Committee for a maximum of 24 months.*

1.2 All members of this Committee will automatically become members on appointment into office.

### 2. Meetings

2.1 Monthly meetings throughout the year, however the Liberation Chair may call a meeting at any time.

**3. Attendees**

- 3.1 Research & Engagement Co-ordinator
- 3.2 Widening Student Participation Assistant

**4. Chair & Minute-taking**

- 4.1 The Liberation Chair shall be Chair of the FXU Liberation Committee meetings. An FXU President or nominated person in agreement with those attending the meeting shall chair in their absence.
- 4.2 The Chair shall agree an agenda for each meeting, with support from the FXU Research & Engagement Co-ordinator, and circulate to committee members 7 days in advance of the meeting or as appropriate.
- 4.3 The Widening Student Participation Assistant will take the minutes, circulate to committee members within 14 days of the meeting and make available to students.

**5. Reporting**

- 5.1 The FXU Liberation Committee shall report to both the FXU Student Council and FXU Executive Committee. Reports will include:
  - a) Names and contact details of committee members.
  - b) Details of events and activities regarding FXU liberation issues, events, budgets, and policy-reviewing throughout the academic year as well as that stated in Bye-law 9: Committees.
  - c) Annual report on budget, progress and achievements, FXU Liberation Committee evaluation.

## **Bye-law 14: FXU Elections & Democracy Committee**

These terms of reference are to be followed in conjunction with the FXU constitution and Bye-laws with specific reference to Bye-law 2: Elections, Bye-law 3: Referenda, Bye-law 4: Motioning, Amending and Making Policy, and Bye-law 9: Committees and Forums.

This committee is an FXU Standing Committee.

### **1. Remit**

The remit of the FXU Elections & Democracy Committee is to be responsible for overseeing and organising the Union's elections and other democratic procedures. The committee will also ensure that necessary legal, constitutional and best practice guidelines are followed and that student participants are thereby appropriately safeguarded in all areas of risk.

1.1 The FXU Elections & Democracy Committee will have the following main functional roles:

- a) Ensure the promotion, smooth running, fairness and openness of Student Voice democratic procedures.
- b) Oversee, plan, orchestrate, and review all FXU Elections, in particular the Executive Officer Elections (Autumn Term) and President Officer Elections (Spring Term).
- c) On request, filter liberation policy proposals from the Make A Change Tab to be sent to the Liberation Committee for discussion and voting (rather than Student Council).
- d) Verify that referenda proposals are legal and in line with the Constitution and Bye-laws of FXU.
- e) Work with the Returning Officer/s in dealing with election disciplinary issues and complaints where required.
- f) Organise and oversee FXU by-elections where appropriate.
- g) Evaluate the FXU Elections & Democracy Committee.

### **2. Membership**

The membership of the FXU Elections & Democracy Committee shall include:

- a) Presidents (as elected by cross-campus ballot of the student body);
- b) Student Voice Chair and Liberation Chair (as elected or appointed);
- c) Two Executive Officers (agreed by the Executive Committee);
- d) Senior Returning Officer (appointed by FXU Elections & Democracy Committee and agreed by the FXU Board). SRO may be an NUS Representative, a member of Institutional staff, the FXU Chief Executive Officer or a member of the FXU Elections & Democracy Committee);
- e) Deputy Returning Officer (Director of Student Voice).

2.1 No member of the FXU Elections and Democracy Committee, nor any person who was a member of the FXU Elections and Democracy Committee at any point during the four weeks prior to the opening of nominations in an election, can stand for election or campaign for someone else within FXU.

2.2 If a member of the FXU Elections and Democracy Committee would like to nominate themselves for an elected position or campaign for someone else, the member must stand down from the FXU Elections and Democracy Committee as soon as a decision is made.

2.3 If the FXU Elections and Democracy Committee include less than 3 elected members, the FXU Student Council has the responsibility for electing FXU Student Council members to take up the additional membership of the FXU Elections and Democracy Committee.

## Falmouth & Exeter Students' Union Bye-Laws

2.4 No member of the FXU Elections and Democracy Committee can *endorse or* campaign on behalf of any candidate (for clarity, nor can any other FXU member of staff or elected Officer or Trustee).

2.5 The term of office for individual members of the FXU Elections and Democracy Committee shall be for a maximum of 12 months\*, starting from the date of appointment and until all (if any) complaints have been dealt with and a final report to FXU Student Council has been submitted. \*except in the case of an elected officer in office for a second term in which case they shall be on this Committee for a maximum of 24 months.

2.6 The President will automatically become members of this committee on appointment into office. All other members will be appointed when in office

### 3. Meetings

3.1 Monthly meetings during term-time throughout the year, but at least fortnightly during 8 weeks in run up to and during elections. The Committee should meet no less than twice a year, so as to at the bare minimum review the Executive Officer Elections and the President Officer Elections.

3.2 All members of the committee must be in regular contact via email, particularly so as to make decisions relating to points e) and f) of the remit of the Elections & Democracy Committee.

3.3 Any member of the Committee can call a meeting at any time during term-time.

### 4. Attendees

4.1 FXU Director of Student Voice, FXU Research & Engagement Co-ordinator, FXU Representation Manager and/or FXU Chief Executive Officer and/or other FXU staff.

4.2 A member of institutional staff may attend meetings if requested or invited.

### 5. Chair & Minute-taking

5.1 The FXU Student Voice Chair shall be Chair of the FXU Elections and Democracy Committee meetings. An FXU President or nominated person in agreement with those attending the meeting shall chair in their absence.

5.2 The Chair shall agree an agenda for each meeting, with support from the FXU Director of Student Voice, and circulate to committee members *7 days* in advance of the meeting *or as appropriate*.

5.3 The FXU Executive Support, or the Research & Engagement Co-ordinator, will take the minutes, and circulate to committee members within 14 days of the meeting and make available to students.

### 6. Reporting

The FXU Elections and Democracy Committee shall report to both the FXU Student Council and FXU Board of Trustees. Reports will include:

- d) Names and contact details of committee members.
- e) Details of events and activities regarding FXU elections, general meetings, referenda and policy-reviewing throughout the academic year as well as that stated in Bye-law 9: Committees.
- f) Annual report on budget, student participation (candidates, voters, number of attendees at referendum debates etc), FXU Elections and Democracy Committee evaluation.

### 7. Voting & Decision Making

Decisions shall be made using a democratic voting system of all eligible members.

7.1 Quorum:

## Falmouth & Exeter Students' Union Bye-Laws

- a) The quorum shall be 50%+1 of all members eligible to vote (members that may be ineligible include those that have stood down from the Committee to run, or campaign for, an elected position).
- b) The Senior Returning Officer is excluded from this quorum, with the exception of decisions concerning major elections that are during the time periods that the SRO is asked to be available.
  - a. The Deputy Returning Officer must be included in the ballot for every decision concerning elections.